



INVERLOCH SURF LIFE SAVING CLUB INCORPORATED

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BY LAWS and POLICIES

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CLUB BY LAWS

Of

INVERLOCH SURF LIFE SAVING CLUB INCORPORATED

1. PURPOSE

These By Laws and Policies form part of the club management and relate directly to the constitution as per item 33

2. GENERAL

- Officers of the Association (Inverloch Surf Life Saving Club) in conjunction with Board members will at commencement of each season formulate which committees are required and nominate a person from the Board to chair such committees.
- These committees are to have established areas of responsibility within which they will operate and report to Board meetings regularly.
- Committees must refer to Treasurer before incurring any expenditure beyond their brief and/or budget.
- The President is an ex officio member of all committees.
- The Officers of the Association and Board members will at commencement of the season appoint various members to positions required to operate the Association.
- The Board shall at all times ensure adequate insurance is carried by the Association including but not limited to, Public Liability, Fire & Damage to Building and Contents, Theft, Boat and vehicle insurance. These should be reviewed annually.
- Association board member insurance.
- It is recommended that able-bodied members train and submit themselves and gain the required Life Saving awards and thereafter submit themselves annually for re-qualification.
- All qualified members shall present themselves for patrol duties in accordance with the prepared roster and act under the control of the Patrol Manager.
- All members may wear the Club badges and colours
- All meetings of the Association will be conducted under the accepted Association Rules of Debate.
- 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 Inverloch Surf LSC, PO Box 47, Inverloch 3996

2.1 Code of Practice

This code of practice is designed to complement the association's objectives and to lay down standards to be adhered to by all members of the association.

The club member will

- Strive to give their best at all times in fulfilling their role within the association
- Operate within the spirit of the association providing a professional service
- Adopt the highest levels of discipline and integrity at all times
- Strive to develop and promote assistance and support to fellow association members in whatever way, and whenever possible
- At all times strive to improve their own development
- At all times give a high priority to the community within the lifesaving fraternity

3. MEMBERSHIP CATEGORIES

3.1 Membership Categories (SLSA)

The philosophy of the Association is to establish and recruit members for participation in active surf lifesaving duties and the following minimum qualifications shall be adhered to:-

(a) 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 Association Board.

(b) Junior Activities Membership

- 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 as at 1st October and such person shall be required to gain the relevant Surf Education Certificate for that person's age group.
- 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:
 - beach activities that emphasize games and group activities,
 - water activities to be limited to shallow water near the water's edge,
 - no competition for these age groups other than that involved in fun games.

(c) 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.

(d) Active Membership

An Active Member shall:

- Be a Bronze Medallion holder.
- Fulfil patrol and Association obligations, as provided by SLSA and the Association's Constitution.
- Qualify in an annual proficiency test unless the member has obtained their Bronze Medallion in that season.

(e) Reserve Active Membership

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

(f) General Membership

- General membership may be granted by the Association to persons who may or may not hold an SLSA award.
- General members shall not have Affiliated Association voting rights unless elected to office or position, which is provided with voting rights by the relevant Association Constitution.

(g) Long Service Membership

- Long Service Membership may be granted by an Association 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.
- Such members may be exempted from all patrol obligations and may be granted other special privileges of membership as provided in their Association Constitutions.
- Should such members join another Affiliated Association the receiving Association shall determine if such member's Long Service shall be recognised by that Association.

(h) Award Membership

- Award Membership may be granted by the Association 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).
- Such members may be called upon to perform patrol and/or other Association obligations within the ability of their qualifications.

(i) Associate Membership

- Associate membership may be granted by the association to persons who may or may not hold an SLSA award.
- Associate members shall have a joining and/or annual membership fee greater than fees for other categories of membership.

(j) Honorary Membership

- Honorary membership may be granted by the association to persons who may or may not hold an SLSA award.

(k) Life Membership

- Life membership of the association may be granted by the association to members in accordance with the nomination criteria as provided in clause 11.2 of the constitution.

4. ASSOCIATION MEMBERSHIP CATEGORIES

(a) 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 3.1. Members of the family are considered to be individual members as per clause 11.1 (b) of the constitution and therefore have voting rights.

(b) Active Membership

Refer Clause 3.1(d)

(c) Associate Membership

Refer Clause 3.1(i)

(d) Junior Activities Membership

Refer Clause 3.1(b)

(e) General Membership

Refer Clause 3.1(f)

(f) Honorary Membership

Refer Clause 3.1(j)

(g) Life Membership

Refer Clause 3.1(k)

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5. MEMBERSHIP FEES

Membership fees are reviewed annually at the discretion of the Board and are advised to the Association members as soon as practicable following the decision of the Board.

The membership year is for the period 1st June to 31st May.

6. ASSOCIATION STRUCTURE

6.1 Preamble

The association structure is set to provide an effective and efficient means of managing the association while providing

- Good governance of the association
- Effective decision making
- Open and strong communication channels for all members
- Functional association committees

6.2 Board and Committee Structure

President*						
<ul style="list-style-type: none"> • Member Protection 						
Club Captain*	Competition Coordinator*	Chief Instructor*	Membership & Leadership Development Coordinator*	Treasurer*	Secretary*	Community Relations*
• Patrols	• Summer Surf Carnival team	• Training	• YIPS	• Finance	• Governance	• Sponsorship
• Interface with Emergency Services	• IRB Racing		• Nippers	• Financial Asset Management	• Clubhouse Management	• Fund Raising
• IRB/ Power craft	• Surfboat Racing Team		• Junior Club Captain	• OH & S	• Membership	• Grants
• 1 st Aid & Radio	• Senior Club Championship Mgr.		• Club Development Manager	• Clothing & Merchandise	• Surfguard Management	• Events
• Water Safety	• Local Event Team Mgr.			• Kiosk Operations	• Club History	• Social Committee
• Equipment Management	• Competition Coaching			• Purchasing		• Web Site Mgmt.

* Denotes Board Member

6.3 Meeting Schedule

Meetings of the board will be scheduled as required but will normally be held on a monthly basis.

Meetings of the committees representing the functions of the association shown in the association and committee structure will be held as required but not less than every two months normally on a rotational basis.

6.4 Absence from Meetings

If a member misses three consecutive meetings of a Board, Committee or Sub-Committee of which they are a member without furnishing a satisfactory reason for such absence, their position may be declared vacant by a two-thirds majority of the persons present at the Board, Committee or Sub-Committee at which the non-attendance is raised.

7. POSITION DESCRIPTIONS

The following positions descriptions are model descriptions and may be updated from time to time. Not all positions documented may be required or filled in any given season.

7.1 President (Director, Member of the Board)

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

Responsible to: Association members and affiliated parent associations

Responsibilities:

- The "face" of the Association and represents the Association at all relevant conferences and state and national meetings as required
- Overall responsibility for the Association's administration
- Responsible for chairing Board meetings and Annual General meetings
- Responsible for calling all Board meetings where necessary
- Liaise with all Association officers on a regular basis
- Submit an annual report to the Board on area of management prior to the AGM

Knowledge and skills required:

- Possesses high degree of leadership skills
- Should be well informed of all Association 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 Association office holders and sub-Committees.

Estimated time commitment required and period of appointment:

- The estimated time commitment required as the Club President is 10 hours per week.
- The Club President is elected at the AGM.

7.2 Secretary (Director, Member of the board)

Role: The secretary is responsible for the sound governance as required by legislation and administration of the association.

Responsible to: President

Responsibilities and duties:

- Receive, disseminate and record all correspondence relating to the Association 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 Association meetings
- Where applicable, act as registrar and maintain records of all members, awards, patrol obligations and competition performances of the Association and its members
- Be responsible for the correspondence of the Association Board
- Prepare Association annual reports
- Authorise Association orders, invoices, receipts and payment of monies in conjunction with the Treasurer
- Maintain Association Constitution, by-laws and rules
- Act generally in the best interests of the Association
- Keeper of the Association seal and official documents
- Responsible for sourcing legal and insurance services for the Association
- Responsible for providing effective internal communication through Board meetings

Knowledge and skills required:

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

Estimated time commitment required & period of appointment:

- The estimated time commitment required as the Secretary is five hours per week.
- The secretary is elected at the AGM.

7.3 Treasurer (Director, Member of the board)

Role: The Treasurer has the overall responsibility for the management and reporting of Association finances

Responsible to: 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

- Prepare budgets for the forthcoming year, in consultation with all Association managers
- Prepare annual financial accounts for auditing and provide the Association'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 Association'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 members) on Association cheques and Electronic Payments (EFT's)
- Prepare a schedule of assets and liabilities of the Association when required
- Manage Association 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
- Oversee Kiosk Operations, Purchasing, Year End Stocktake and Kiosk Personnel
- Oversee Club Uniform / Apparel Purchasing, Year End Stocktake and Uniform Personnel
- Oversee / assist with all major club purchases - issuing Club Purchase Orders and approving funding allocation
- Conduct an Asset Audit at least once every 3 years as per G.A.A.P. (Generally Accepted Accounting Principles)

Knowledge and skills required:

- 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
- Able to co-ordinate the purchase and delivery of major assets and supplies
- Advantageous to have a good working knowledge of Lifesaving Operations, Equipment and Procedures

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 elected at the AGM.

7.4 Club Captain (Director, Member of the board)

Role: The Club Captain has overall responsibility for the Association's operational services

Responsible to: President

Responsibilities and duties:

- Responsible for coordinating all functions associated with the provision of operational 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 overall beach operations of the association
- Responsible for conducting annual gear inspection

Knowledge and skills required:

- Communicates effectively
- Has a full understanding of requirements for lifesaving services, include award structure
- Organises and delegates tasks
- Has strong engagement with active members
- 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, with an increase from November through April.
- The Club Captain is elected at the AGM.

7.5 Membership and Leadership Development Coordinator (Director, Member of the board)

Role: The membership and leadership development coordinator has responsibility for the development of nippers and other youth sections of the association

Responsible to: President

Responsibilities and duties:

- Review and actively promote youth development, engagement and leadership programs within the Association.
- Oversee the delivery of Nipper Program
- Co-ordinate YIPs (Youth Involvement Program)

Knowledge and skills required:

- 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 is five hours per week, this commitment could increase in the period leading up to the patrolling season.
- The Membership and Leadership Development Coordinator is elected at the AGM.

7.6 Chief Instructor (Director, Member of the Board)

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

Responsible to: President

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
- Encourage all members to gain lifesaving skills and obtain further awards
- Promote and assist Association trainers in the gaining of trainer and assessor awards
- Organise, co-ordinate and oversee Bronze Medallion Camp
- 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 Club Membership Coordinator and 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
- 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

Knowledge and skills required:

- 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
- Is able to organize and delegate tasks and communicates effectively
- 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

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 elected at the AGM.

7.7 Community Relations Manager (Director, Member of the board)

Role: The community relations Manager will arrange and coordinate all Association social and fundraising events and media relations

Responsible to: President

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 association, 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 as soon as practicable following the event.
- Must ensure that all necessary permits and/or registrations are obtained for fundraising events
- Responsible for the internal communications within the association
- Responsible for the external media and other communications with the broader community
- Responsible for all events run by the association
- Responsible for all fund raising on behalf of the association

Knowledge and skills required:

- 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 Community Relations Manager is four hours per week.
- The Community Relations Manager is elected at the AGM.

7.8 Competition Coordinator (Director, Member of the board)

Role: The Competition Coordinator will develop and coordinate all competition endeavours of the senior members and must have competition rights registered at the club at the time of election.

Responsible to: President

Responsibilities and duties:

- To oversee and coordinate the delivery of an aquatic/marine & land competition training program that will facilitate the senior members into advanced lifesaving and competition activities
- Managing and overseeing both summer and winter aspects of competition
- Organisation and production of an events and training calendar for each seasons competition endeavours, including club championships

- Manage and support the roles of the team managers and coaches in delivering an advanced competition program
- Liaise with Membership Manager to 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 competition
Submit an annual report on area competition to Secretary prior to the AGM

Knowledge and skills required:

- Is able to organize and delegate tasks and communicates effectively
- Has a clear understanding and commitment to the principles of senior participation in lifesaving and competition
- Has a sound knowledge of both the winter and summer competition programs
- 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

Estimated time commitment required & period of appointment;

- The estimated time commitment required as the Competition Coordinator is six hours per week, with an expected increase from January through June.
- The competition Coordinator is elected at the AGM..

7.9 Patrol Manager

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

Responsible to: Club Captain

Responsibilities and duties:

- 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
- Review patrol effectiveness weekly and work with Patrol Captains and Club Captain to address any issues and share lessons learned
- 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 Association, ensuring priority is given to all rostered patrols
- Organise and assist with training and examination of patrol awards in conjunction with the Chief Instructor

Knowledge and skills required:

- Hold Silver Medallion Basic Beach Management award
- 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 following the AGM.

7.10 Gear Steward

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

Responsible to: Treasurer

Responsibilities and duties:

- Work closely with the Club Captain, Competition Coordinator and Youth & Leadership Development roles to manage the club equipment.
- Responsible for maintaining the patrol equipment to LSV and/or SLSA (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 treasurer 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
- Responsible for the overall Occupational Health and Safety aspects of the association

Knowledge and skills required:

- 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 following the AGM.

7.11 First Aid Officer

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

Responsible to: 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

Knowledge and skills required:

- Must possess a current first aid award
- Maintains current knowledge of first aid practices as adopted by the Association'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 following the AGM.

7.12 IRB/Power Craft Officer

Role: The IRB/Power craft Captain has overall responsibility for the provision of power craft services for the Association.

Responsible to: Club Captain

Responsibilities and duties:

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

Knowledge and skills required:

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

Estimated time commitment required & period of appointment:

- The estimated time commitment required as the IRB/Power craft Captain is two to three hours per week.
- The IRB/Power craft Captain is appointed following the AGM.

7.13 Radio Officer

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

Responsible to: Club Captain

Responsibilities and duties:

- Responsible for the maintenance and care of all the Association'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 Association 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

Knowledge and skills required:

- 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 following the AGM.

7.14 Nipper Coordinator

Role: The Nipper Coordinator will develop and coordinate all nipper training for the Association and such activities will be provided in an inclusive manner

Responsible to: Membership & Leadership Development Coordinator

Responsibilities and duties:

- To deliver an aquatic/marine education program (Nipper 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

Knowledge and skills required:

- 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 Nipper Coordinator is three to four hours per week, excluding attendance at carnivals, if required.
- The Nipper Coordinator is appointed following the AGM.

7.15 YIP (Youth Involvement Program) Coordinator

Role: To encourage and promote participation amongst the young members of the club. To maintain the “YIPs” points system in accordance with state and club developments.

Responsible to: Membership and Leadership Development Coordinator

Responsibilities

To Individuals:

- Maintain frequent contact with individuals and encourage participation in activities
- Provide and advertise opportunities to expand leadership and personal skills
- Provide information about regional and state opportunities for further development
- Provide presentations of awards at nippers, end of season celebrations, presentation days and another club events.
- Maintain a newsletter amongst YIP participants
- Provide recognition in both YIP newsletter and club newsletter
- Provide recognition through use of youth boards at the club

Promotion:

- Ensure the nippers of the club are aware of “the next step” in their lifesaving journey by U13/U14 group visits at the nipper program.
- Provide exhibits at open days.
- Provide displays throughout the clubhouse of the YIP awardees achievements.
- Provide other promotional material for the clubhouse and tower
- Liaise with patrol captains to promote program amongst SRC’s

System:

- Order merchandise for distribution
- Liaise with LSV
- Maintain a fair point distribution system
- Develop and maintain standards for Gold Projects
- Organise structure of YIP officials (mentors etc)

Estimated time commitment required & period of appointment:

- Summer season: Minimum 2 hours a week

- Off-season: Intermittent organisation and preparatory work
- The YIPs Coordinator is appointed following the AGM.

7.16 Membership Manager

Role: The Membership Manager is responsible for the recruitment and retention of the Association membership and all associated membership records

Responsible to: Secretary

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
- 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
- Manage the association's input into Surfguard

Knowledge and skills required:

- 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 following the AGM.

7.17 Sponsorship Coordinator

Role: The Sponsorship Coordinator will develop and manage all Association sponsorship and grant applications.

Responsible to: Community Relations Manager

Responsibilities:

- Responsible for the planning and production of a sponsorship package
- Actively seek and promote new association 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 conjunction with other members of the association
- Monitor the opportunities for and coordinate the preparation of Grant applications on behalf of the association

Knowledge and skills required:

- 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 following the AGM.

7.18 Clothing Manager

Role: The Clothing Manager will coordinate all Association purchases and sales of association clothing

Responsible to: Treasurer

Responsibilities:

- Responsible for the purchase of association clothing
- Liaise with clothing manufacturer on orders, delivery and quality control
- Responsible for the receiving of association clothing monies on behalf of the association, and delivery of such monies to the treasurer as soon as practicable
- Responsible for submitting a written account covering all financial matters associated with clothing purchases and sales to the Board monthly
- Must ensure that clothing complies with current Club colours and design
- Must ensure that clothing complies with current LSV and LSA colours and designs

Knowledge and skills required:

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

Estimated time commitment required & period of appointment:

- The estimated time commitment required as the Clothing Manager is two hours per week.
- The Clothing Manager is appointed following the AGM.

7.19 Building Manager

Role: The Building Manager has overall responsibility for the Association's building and maintenance services

Responsible to: Secretary

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 Association building works
- Responsible for the coordination of the approval of all people staying overnight at the club house
- Responsible for preparing a report for each Board meeting on area of management
- 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

Knowledge and skills required:

- 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 following the AGM.

7.20 Team Managers

Role: The Team Managers will be responsible for the logistical aspects of competition endeavours

Responsible to: Competition Coordinator

Responsibilities and duties:

- In their specific area, organise and facilitate the participation of senior members in competition
- Organise and plan training sessions for the season, and specific coaching for these sessions
- Organise and plan the attendance at competitions for their specific area
- Manage participation in events at competitions throughout the season
- Attendance at competitions or organising a person to stand in place of them to carry out duties
- Liaise with Membership Manager to 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
- Submit an annual report on their specific area of competition to Competition Coordinator prior to the AGM
- Liaise with the Club Captain on a regular basis in regard to competition involvement and training

Knowledge and skills required:

- Able to organize and delegate tasks and communicate effectively

- Have a clear understanding and commitment to the principles of senior participation in lifesaving and competition
- Have a sound knowledge of their specific competition program
- Have sound knowledge of current legislation with regards to participation in cadet activities
- are able to allocate regular time periods for the preparation and delivery of training
- Holds current LSV appropriate level qualifications for Active Membership

Estimated time commitment required & period of appointment;

- The estimated time commitment required as the Team Managers is 2-3 hours per week, with an expected increase in line with their specific team requirements.
- The Team Manager is appointed following the AGM.

7.21 Team Coach

Role: The Team Coaches will be responsible for the learning and development of skills required for competition

Responsible to: Competition Coordinator

Responsibilities and duties:

- In their specific area, provide feedback and advanced coaching advice to help develop skills required to compete
- Outline specific goals for season in relation to skill development and provide a detailed plan of training sessions for the season that will work toward achieving these goals
- Provide detailed feedback and coaching advice at competitions
- Attendance at competitions or organising a person to stand in place of them to carry out duties
- Possesses an understanding of and commitment to the promotion of a healthy and safe environment for youth/cadet participation in lifesaving
- Liaise with the Team Manager on a regular basis in regard to competition involvement and training

Knowledge and skills required:

- are able to communicate effectively
- Have a clear understanding and commitment to the principles of senior participation in lifesaving and competition
- Have a sound knowledge of the specific skills required for their competition area
- Have sound knowledge of current legislation with regards to participation in cadet activities
- Able to allocate regular time periods for the preparation and delivery of training
- Holds current LSV appropriate level qualifications for Active Membership and Level 1 coaching qualifications relevant to lifesaving

Estimated time commitment required & period of appointment;

- The estimated time commitment required as the Team Coaches is 2-3 hours per week, with an expected increase in line with their specific team requirements.
- The Team Coach is appointed following the AGM.

7.22 Team Gear Steward

Role: The Team Gear Steward will be responsible for the maintaining, transporting and storing of Competition Equipment.

Responsible to: Team Manager

Responsibilities and Duties:

- Maintain and repair Competition equipment.
- Manage turnover and update of Competition equipment
- Transport Equipment to Carnivals
- Prepare Equipment for Gear Inspection/ Carnival Inspections
- Liaise with Team Manager on the purchase of new equipment

Knowledge and Skills Required:

- Knowledge on how to Repair and Maintain Equipment
- Knowledge on Gear inspections/ Carnival Inspections
- Car License with a Car that has the ability to tow a trailer.
- Preferably hold an IRB Qualification and an Active member

Estimated time Commitment required & period of appointment.

- Time required is estimated at 2 hours a week. Time requirement will increase around gear inspection and the race season.
- Team Gear Steward is appointed following the AGM.

7.23 Team Fundraising/Sponsorship officer

Role: The Team Fundraising/Sponsorship officer will be responsible for organising fundraising events and sponsorship proposals.

Responsible to: Team Manager

Responsibilities and Duties:

- Organise fundraising activities
- Obtain Fundraising permits and ensure compliance with requirements
- Prepare and submit sponsorship proposals for presentation to the Board
- Liaise with Team manager on team's financial position
- Keep records of fundraising hours the team has performed each season.

Knowledge and Skills Required:

- Organising skills
- Knowledge of permits forms
- Ability to write and present a sponsorship proposal
- Be a Financial member

Estimated time Commitment required & period of appointment:

- Time required is estimated at 2 hours a week. Time requirement will increase at pre- season when fundraising is required.
- Team fundraising/ sponsorship officer is appointed by the Competition Coordinator following the AGM.

7.24 Team Recruitment officer

Role: The team recruitment officer is in charge of recruiting new members to the team.

Responsible to: Team Manager

Responsibilities and Duties:

- Identify & engage new team Members
- Run “taster” session for new members
- Make recruitment speeches and bronze camps and Season openings.
- Work with Team manager to develop new teams.
- Work with Chief Instructor to train new teams

Knowledge and Skills Required:

- Communications skills
- Be a Financial Member

Estimated time Commitment required & period of appointment.

- Time required is estimated at 2 hours a week.
- Team Recruitment officer is appointed by the Competition Coordinator following the AGM.

7.25 Team Captain.

Role: The Team Captain is a leader amongst the team

Responsible to: Team Manager, Team Coach

Responsibilities and Duties:

- Mentor younger team members
- Ensure welfare of team members
- Help the team coach to run team training
- Help team manager run carnival events
- Assist with recruitment of new members
- Motivate members at training
- Motivate members at fundraising events

Knowledge and Skills Required

- Be a senior competing member of the Team
- Have a wealth of experience in their Competition of choice
- Knowledge on carnival structure
- Knowledge of coaching methods

Estimated time Commitment required & period of appointment.

- Time required is estimated at 2 hours a week. Increased time requirements on carnival days.
- Team Captain is appointed by the Competition Coordinator following the AGM.

7.26 Member Protection Officer

Role: Look after the welfare of members.

Responsible to: Club President

Responsibilities and Duties:

- Ensure the safety and welfare for Club Members
- Assist in grievance and complaints resolution
- Act as an impartial body, offering a sounding board to bounce ideas off
- Identify options for resolution of conflicts and grievances
- Refer complaints and grievances to other bodies as required
- Awareness of Child Protection, Anti-Harassment and Discrimination, Codes of Conduct, Member Protection and other relevant policies.
- Liaise with members of the Club, President and other bodies

Knowledge and Skills Required

- Possess good interpersonal and communication skills
- Possess a good understanding of Club, State and National Surf Life Saving policies and Procedures
- Good organisational skills

Estimated time Commitment required & period of appointment.

- As required to support the needs of members
- Membership Protection Officer/s is appointed following the AGM.

7.27 Media Manger

Role: The Media Manager will develop and manage all Association media coverage.

Responsible to: Community Relations Manager

Responsibilities:

- Responsible for the planning and production of Media Information
- Actively seek and promote Media Information for both general and special events
- Responsible for submitting written report of all areas associated with the association to local media outlets
- Ensure that all necessary media agreement conditions are complied with
- Monitor the opportunities for and coordinate the preparation of media information on behalf of the association

Knowledge and skills required:

- Possesses good communication and observation 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 media information

Estimated time commitment required & period of appointment:

- The estimated time commitment required as the Media Manger is four hours per week.
- The Media Manger is appointed following the AGM.

7.28 Social Event Manager

Role: The Social Event Manager will develop and manage all Association social events

Responsible to: Community Relations Manager

Responsibilities:

- Responsible for the planning and production of all social events
- Actively promote new association social events
- Maintain current Social events
- Responsible for submitting a verbal account covering all conditions associated with each Social event
- Monitor the opportunities for and coordinate the preparation of social event on behalf of the association

Knowledge and skills required:

- Ideally the Sponsorship Coordinator is someone who:
- Possesses good communication and negotiating skills
- Possesses graphic design and Budgeting skills
- Has the ability to organise and delegate tasks
- Is able to allocate time periods for the development, preparation and servicing of Social events

Estimated time commitment required & period of appointment:

- The estimated time commitment required as the Social events manager is four hours per week.
- The Social Event Manager is appointed following the AGM

7.29 Website Manager

Role: The Website Manager is responsible for the successful planning, development, implementation, and maintenance of ISLSC's primary website (islsc.org.au)

Responsible to: Director – Community Relations

Responsibilities:

- Ensure website functionality and perform software updates.
- Develop and/or update content as required.
- Plan and implement enhancements in consultation with the Board.
- Monitor, assess, and report on website performance & resolve problems.

Knowledge and skills required:

- Basic understanding of website design
- Interest in digital technology and trends

- Experience working with WordPress CMS
- Good communications skills
- Willingness to learn new skills

Estimated time commitment required & period of appointment:

- The estimated time commitment required as the Website Manager is up to 2 hours per week.
- The Website Manager is appointed following the AGM.

7.30 Junior Club Captain Job Description

Role: Junior Club Captain

Responsible to: Membership & Leadership Development Coordinator

Responsibilities and Duties:

- To interact with the junior members of the club and make them feel welcome through acting as a role model and encouraging inclusive behaviour
- To develop their lifesaving skills going forward and to make them feel confident about taking on other club roles
- To develop friendships with other junior members through providing them with functions and activities where they can interact with other members
- To work with the junior members of the club to develop specific activities to keep them involved with lifesaving at Inverloch SLSC e.g. social events, training activities

Events during the season that require the assistance of the Junior Club Captains:

- Rookie BBQ
- SRC Trivia Night
- Nipper Movie Nights
- Junior Comp Team Trainings
- Organising Grommet water bottles
- Present at Bronze Camp Friday night
- Attending LSOC meetings
- Present Rookie of the Year at Presentation Night
- Managing Lap Legends

Knowledge and skills required:

- Act as a good role model for younger club members
- Be involved in a variety of aspects of the club e.g. Nippers, competition, training etc.

Estimated Time Commitment Per Week & Period of Commitment:

- 1 hour a week during the patrolling season
- Junior Club Captain/s is appointed following the AGM.

7.31 Club Development Manager

Role: The Club Development Manager has responsibility relating to the following areas of the association; club culture, organisation management, member retention and member recognition.

Responsible to: Membership & Leadership Development Coordinator

General Responsibilities:

- Work closely with the club captain and vice club captain to ensure the lifesaving services of the association are delivered effectively.
- Engage with members across all areas of the club and have a presence at social functions
- Promote a successful club culture within the organisation
- Instil the association's mission statement, core values and goals within the membership
- Ensure all departments of the association are working together effectively
- Initiate strategies to increase member retention and recognition

Specific Responsibilities:

- Member communication:
 - Collate regular club 'social' newsletter that covers all aspects of the club
 - Manage the social media mediums of the association
- Member recognition:
 - Manage the member recognition initiatives of the association, including:
 - Patrol Member Recognition Program in collaboration with the club captain
 - Patroller of the Month in collaboration with the patrol manager and club captain
- Lap Legends in collaboration with the Lap Legends Manager
- Patrol Awards in collaboration with the patrol manager and club captain
- Patrol hours recognition
- Manage operational social functions including:
 - Rookie BBQ in collaboration with the Junior Club Captain
 - Patrol dinners in collaboration with the patrol captains
 - Season Launch Function, End of Season Function and Presentation Night in collaboration with the sub committees for each event.
- Attend Life Saving Operations Committee Meetings

Knowledge and skills required:

- Communicates effectively
- Has a full understanding of requirements for lifesaving services
- Has an understanding of effective team dynamics and successful club culture
- Shows initiative and innovation in their areas of responsibility
- Effective delegation skills

Estimated time commitment required & period of appointment:

- The estimated time commitment required as the Club Development Manager is four hours per week, with an increase from November through April.
- The Club Development Manager is appointed following the AGM.

8. CLUB POLICIES & FORMS

The following is a list of Club policies & forms including current status. These policies & forms may be amended, deleted or added to at the discretion of the Board. Current versions can be found in the Members section of the club website:

<http://islsc.org.au/>

Title	Type	Status
Approved Supervisor Agreement	Form	Active
Board Use	Policy	Active
Clubhouse Accommodation and Use	Policy	Active
Clubhouse Accommodation Register	Form	Active
Clubhouse Accommodation Request	Form	Active
Competition Teams Accommodation Consent	Form	Active
Competition Teams Emergency Contact Details	Form	Active
Competition Teams Equipment Sale Policy	Policy	Active
Equipment Use and Loan Agreement	Form	Active
Equipment Use and Loans	Policy	Active
Junior Accommodation Agreement	Form	Active
Junior Member Supervision	Policy	Active
Key Allocation	Policy	Active
Key Allocation Agreement	Form	Active
Key Allocation Register	Form	Active
Locker Use	Policy	Active
Nomination Process for Life Membership	Policy	Active
Senior Competition	Policy	Active
Social Media	Policy	Active