

THE BY-LAWS

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THE BY-LAWS – SECTION 1 : MEETINGS AND MANAGEMENT

1.1 Committee and Panel Meetings

Committees, sub-committees or panels shall have the power to recommend only to the Board of Management or to their appointing authority.

1.2 Authority of Standing Boards

- (a) The powers and duties of the **Board of Lifesaving** shall be:
- (i) to operate within the policy and budget established by State Council.
 - (ii) to disseminate life saving instruction and to unify and advance methods of lifesaving throughout the State.
 - (iii) to be responsible for the conduct of schools, conferences or seminars as considered necessary by the Board.
 - (iv) to monitor and make recommendations on the programs of lifesaving services, lifesaving awards, lifesaving instruction and examination, operational patrolling, and like activities in South Australia.
 - (v) to develop Lifesaving Plans.
 - (vi) to report to the General Manager and make recommendations on policy through the General Manager to the State Council
- (b) The powers and duties of the **Board of Surf Sports** shall be:
- (i) To operate within the SLSA Constitution and to abide by the Rules, Regulations and Conditions of competition as laid down from time to time in Surf Life Saving Australia's Surf Sports Manual, Circulars and Bulletins.
 - (ii) to operate within the policy and budget established by State Council.
 - (iii) to oversee panels, committees or working groups formed as required.
 - (iv) to actively encourage communication from Clubs and SLSA membership on all surf sports issues.
 - (v) to report to the General Manager and make recommendations on policy through the General Manager to the State Council
- (c) The powers and duties of the **Board of Development** shall be:
- (i) to operate within the policy and budget established by State Council.
 - (ii) to develop, coordinate and implement activities and programs related to membership and youth development and specifically relevant priorities within the SLSSA strategic plan.
 - (iii) To enhance membership recruitment and retention and transition through the various age levels and functions within surf lifesaving

- (iv) to develop, conduct and coordinate personal and leadership development activities, programs, policies and resources for all levels of the organisation
- (v) to conduct regular assemblies of members involved in membership, youth and leadership development programs to discuss matters relevant to the betterment of those fields of endeavour
- (vi) to develop, implement and monitor Development Plans for SLSSA
- (vii) to report to the General Manager and make recommendations on policy through the General Manager to the State Council

1.3 Board of Lifesaving Meetings

- (a) The Board of Lifesaving shall comprise:
 - (i) Chairman of the Board of Lifesaving.
 - (ii) Patrol Services Representative
 - (iii) Education Panel Representative
 - (iv) Communication Representative
 - (v) Specialist Services Representative
 - (vi) Two (2) Club Representatives
 - (vii) Professional Support Officer(s) (non-voting)

All appointments other than that of the Chairman shall be appointed by the Chairman and will be for two (2) years
- (b) The Chairman of the Board of Lifesaving shall be appointed annually by the Board of Management and shall convene and chair the meetings of the Board. In his absence, the Board shall elect a chairman from its membership.
- (c) The Board of Lifesaving shall meet bi-monthly.
- (d) The Board of Lifesaving shall establish panels or sub committees deemed necessary to assist the Board in the effective conduct of lifesaving within the State.
- (e) The Board of Lifesaving shall conduct a minimum of one (1) annual workshop for the general membership.
- (f) Policy recommendations to be advanced to the Board of Management require the support of two-thirds (2/3) of the voting members in attendance at a full meeting of the Board of Lifesaving.
- (g) An agenda paper shall be forwarded to all members of the Board of Lifesaving at least five (5) days prior to such meeting.
- (h) The Board of Lifesaving after each meeting will circulate its minutes to the Board of Management, Clubs and its members within fourteen (14) days of each meeting.
- (i) The Board of Lifesaving through its Chairman shall report to the State Council on two (2) occasions throughout the year.

1.4 Board of Surf Sports Meetings

- (a) The Board of Surf Sports shall comprise
 - (i) Chairman of Surf Sports
 - (ii) Chief Referee
 - (iii) Five (5) other Surf Sports Board Members
 - (iv) Professional Support Officer(s) (non-voting)

All appointments other than that of the Chairman and professional support officer shall be by the Chairman and will be for two (2) years.

All members have an equal right and responsibility to vote on matters being decided by the Board. Non Board members can be invited to attend a meeting for the purpose of giving expert advice.

- (b) The Chairman of the Board of Surf Sports shall be appointed annually by the Board of Management and shall convene and chair the meetings of the Board. In his absence, the Board shall elect a chairman from its membership.
- (c) The Chairman of the Board of Surf Sports shall have the power to appoint an additional member of the Board of Surf Sports, if in the opinion of the Chairman of the Board of Surf Sports, specific skills and expertise are required to supplement those exhibited by other members of the Board of Surf Sports. The additional member/s of the Board of Surf Sports may be appointed for a period of up to a maximum two (2) years. The additional member/s of the Board of Surf Sports need not be a member of SLSA.
- (d) The Board of Surf Sports shall conduct two (2) annual workshops for the general membership.
- (e) The Board of Surf Sports shall meet bi-monthly, or as required.
- (f) The Board of Surf Sports shall establish panels or sub committees deemed necessary to assist the Board in the effective conduct of surf sports within the State
- (g) The Board of Surf Sports shall appoint a Carnival Disciplinary Committee each year.
- (h) An agenda paper shall be forwarded to all members of the Board of Surf Sports at least five (5) days prior to such meeting.
- (i) The Board of Surf Sports after each meeting will circulate its minutes to the Board of Management, Clubs and its members within fourteen (14) days of each meeting
- (j) The Board of Surf Sports through its Chairman shall report to the State Council on two (2) occasions throughout the year.

1.5 Board of Development Meetings

- (a) The Board of Development shall comprise:
 - (i) Chairman of the Board of Development.
 - (ii) Three (3) Club Representatives preferably from all geographical regions.
 - (iii) Youth Representative (preferably under 25 years of age).
 - (iv) Plus two (2) other members (providing balance to skills base of the Board)
 - (v) Professional Support Officer(s) (non-voting)

All appointments other than that of the Chairman shall be appointed by the Chairman and will be for two (2) years.

- (b) The Chairman of Board of Development shall be appointed annually by the Board of Management and shall convene and chair the meetings of the Board. In his absence, the Board shall elect a chairman from its membership.
- (c) The Board of Development shall meet bi-monthly
- (d) The Board of Development shall conduct a minimum of one (1) annual workshop for the general membership
- (e) The Board of Development, shall establish panels or sub committees deemed necessary to assist the Board of Development
- (f) The Board of Development after each meeting will circulate its minutes to the Board of Management, Clubs and its members within fourteen (14) days of each meeting
- (g) An agenda paper shall be forwarded to all members of the Board of Development at least five (5) days prior to such meeting
- (h) The Board of Development through its Chairman shall report to the State Council on two (2) occasions throughout the year.

THE BY-LAWS – SECTION 2 : DUTIES OF OFFICERS

2.1 Chairman Board of Lifesaving

The Chairman of the Board of Lifesaving shall be a member of SLSA and, as a minimum, be the holder of the SLSA Assessors Award.

- (a) Be the nominal head of the Board of Lifesaving and be responsible to the Board of Management for:
 - (i) Annual negotiation of patrol contracts with Clubs;
 - (ii) Servicing of lifesaving equipment;
 - (iii) New life saving technologies, techniques, developments and equipment;
 - (iv) Preparation of Lifesaving Policy for adoption by SLSSA State Council;
 - (v) Implementation and review annually of Lifesaving Policy;
 - (vi) Patrol requirements of all SLSSA craft and helicopter rescue service;
 - (vii) State Water Rescue Plan;
 - (viii) After hours call-outs;
 - (ix) SLSA patrol equipment;
 - (x) Water safety consultancy service;
 - (xi) Collation, preparation and monitoring of annual Lifesaving budget prior to 30th April each year, for submission to the Board of Management;
 - (xii) Administer special events applications;
 - (xiii) Supervision of Club beach patrols and State operated patrol and rescue systems.
- (b) Receive through Officers reports and recommendations, supervise and monitor the programs of Lifesaving Services, lifesaving awards, lifesaving instruction and examination and like activities throughout South Australia.
- (c) Submit to the Board of Management written reports and recommendations received from Officers, members and other forums established from time to time to consider and recommend upon non-competition lifesaving matters.
- (d) Annually endorse Club Lifesaving Advisers.
- (e) Superintend and control the activities through the appropriate Officers and SLSSA Panels relating to lifesaving, education, training and examination.
- (f) Convene meetings of the Board of Lifesaving as required for the efficient conduct of that group

2.2 Chairman Board of Surf Sports

The Chairman of the Board of Surf Sports shall be a member of SLSA and shall hold current accredited Coaching and Official status and shall:

- (a) Be the nominal head of the Board of Surf Sports and be responsible to the Board of Management for:
 - (i) Implement and review annually the Sports Development and Surf Sports Event Policy with recommended changes to the Board of Management;
 - (ii) Collation, preparation and monitoring of Surf Sports annual budget submission by 30th April each year, for submission to the Board of Management;
 - (iii) Produce a calendar of events annually;

- (iv) Coordination of Government Funding Applications for Sports Development.
- (b) Receive through Officers reports and recommendations, supervise and monitor the programs of athletes and officials accreditation and training, and like activities throughout South Australia.
- (c) Submit to the Board of Management written reports and recommendations received from Officers and members and other forums established from time to time to consider and recommend upon Life Saving Competition matters.
- (d) Superintend and control the activities through the appropriate Officers and SLSSA Panels relating to Surf Sports in South Australia.

2.3 Chairman Board of Development

The Chairman of the Board of Development shall be a member of SLSA and shall be responsible to the Board of Management for -

- (a) The production of Board of Development policy for adoption by SLSSA State Council.
- (b) The implementation and review annually of the Board of Development policy and recommended changes to the Board of Management.
- (c) The initiation and development of programs relating to recruitment of members and their retention, youth development, leadership, education, training and the transition of members through the various age groups of surf lifesaving.
- (d) Receiving, through Officers, reports and recommendations and supervise and monitor the programs of the Board of Development.
- (e) Submitting to the Board of Management written reports and recommendations received from officers, members and other forums established from time to time, considering and recommending upon Board of Development matters.
- (f) Convening meetings of the Board of Development as required for the efficient conduct of that body
- (g) Collating, preparing and monitoring the Board of Development annual budget submission by 30th April each year, for submission to the Board of Management

2.4 Jet Rescue Boat Officer

- (a) Qualifications -
 - (i) He shall be the holder of the SLSA's Jet Rescue Boat Assessors Certificate.
 - (ii) He shall have a proven ability in the operation and administration of jet rescue boats and the ability to present and communicate upon Surf Lifesaving activities.
- (b) General Responsibilities -
 - (i) He shall liaise with and advise the Chairman of the Board of Lifesaving on matters relating to the development, operation and technical specifications, instruction and qualifications of crews of jet rescue boats.
 - (ii) He shall, where sponsorship, marketing, funding and SLSA policy are involved, consult with the General Manager.

- (iii) He shall, where interpretation of the SLSA's practical work is required, consult with the Chairman of the Board of Lifesaving.

(c) Duties -

- (i) He shall be responsible for advising the Chairman of the Board of Lifesaving on all matters relating to the manufacture and specification of all jet rescue boats.
- (ii) He shall be responsible for the selection and formation of study groups to investigate specific projects.
- (iii) He shall be responsible to monitor the SLSA's specifications of jet rescue boats and ensure that such specifications are kept abreast of technical and design advancement.
- (iv) Be generally aware of the operational format and districts of jet rescue boats and prepare, if requested, suggested alterations to those systems.
- (v) He shall be responsible to prepare, if requested, a submission to the Chairman of the Board of Lifesaving on matters in reference to SLSA awards.
- (vi) He shall be responsible for all rostering and patrol related activities for jet rescue patrols.
- (vii) He shall be responsible to maintain a level of communication and liaison with his counterpart Jet Rescue Boat Officers in Australian Council, State Centres, or kindred organisations.
- (viii) Under the direction of the Chairman of the Board of Lifesaving be nominally responsible to supervise the activities of those jet rescue boat operations under the direct control of SLSSA.

2.5 Radio Officer

(a) Qualifications -

He shall have a proven knowledge and/or ability in the operation and administration of Surf Lifesaving radio networks.

(b) General Responsibilities -

- (i) He shall liaise with and advise the Chairman of the Board of Lifesaving on matters relating to the development, operation and technical specifications, instruction and qualifications of operators of Surf Lifesaving radio operations and networks.
- (ii) He shall, where sponsorship, marketing, funding and SLSA policy are involved, consult with the General Manager.
- (iii) He shall, where interpretation of the SLSA's practical work is required, consult with the Chairman of the Board of Lifesaving.

(c) Duties -

- (i) He shall be responsible for advising the Chairman of the Board of Lifesaving on all matters relating to the manufacture and specification of radio equipment used with the Surf Lifesaving operations.
- (ii) He shall be responsible for the selection and formation of study groups to investigate specific projects.
- (iii) He shall be responsible to monitor the SLSA's specifications of radio equipment and ensure that such specifications are kept abreast of technical and design advancement.
- (iv) Be generally aware of the operational format and districts of Surf Lifesaving radio networks and prepare, if requested, suggested alterations to those systems.

- (v) He shall be responsible to prepare, if requested, a submission to the Chairman of the Board of Lifesaving on matters in reference to SLSA awards relating to the operation of radio equipment.
- (vi) He shall be responsible to maintain a level of communication and liaison with his counterpart Radio Officers in Australian Council, State Centres, or kindred organisations.
- (vii) Under the direction of the Chairman of the Board of Lifesaving be nominally responsible to supervise the Surf Lifesaving radio network and operations room of SLSSA.
- (viii) He shall be responsible for all rostering and patrol related activities for the Radio room

2.6 Legal Officers

Shall be appointed by the Board of Management. They shall serve in office until voluntary cessation or replacement by the Board of Management.

(a) Qualifications -

- (i) The Legal Officers shall be persons qualified as legal practitioners registered in the State of South Australia.
- (ii) It is desirable they have a sound knowledge and understanding of the operations of SLSSA.

(b) General Responsibility -

They shall be nominally responsible to the General Manager for their activities, but will work in direct contact with all SLSSA Officers as necessary from time to time.

(c) Duties -

Be responsible to advise the Board of Management, when requested, upon legal matters or other subjects referred for their opinion.

2.7 Medical Officers

Shall be appointed by the Board of Management. They shall serve in office until voluntary cessation or replacement by the Board of Management.

(a) Qualifications -

They shall be legally qualified medical practitioners registered to practise in South Australia.

(b) Appointment -

They shall be invited to serve in this position after having been submitted to the Board of Management by the General Manager.

(c) General Responsibilities -

- (i) They shall liaise with and advise the Chairman of the Board of Lifesaving on all medical aspects of the work of the SLSA.
- (ii) They shall consult with the Chairman of the Board of Lifesaving on the implementation of medical -programs of the SLSA.

(d) Duties -

- (i) Act as the Medical Panel of SLSSA as and when required.
- (ii) Discuss and draft recommendations to the Chairman of the Board of Lifesaving regarding changes in the teaching and application of resuscitation techniques and equipment.
- (iii) Through the Chairman of the Board of Lifesaving guide SLSSA in first aid treatment, equipment and facilities.
- (iv) Undertake and coordinate research, testing and evaluation of resuscitation equipment.
- (v) Where necessary evaluate projects for investigation allocated by the Australian Council to SLSSA Medical Panel.
- (vi) Be responsible to maintain a level of communication and liaison with Medical Officers and Panels of the Australian Council, State Centres and kindred organisations.

2.8 Auditors

The Board of Management shall appoint the Auditor(s) of SLSSA as required, and as defined by the Associations Incorporation Act as amended from time to time.

2.9 State Team Officials

State and Representative Teams

The Board of Surf Sports shall determine State and Representative Teams composition, according to the size of the team and the requirements of SLSSA. All positions come under the control of the Board of Surf Sports.

State and Representative Teams Management Group

The Board of Surf Sports, after calling for expressions (EOI) of interest shall appoint the State and Representative Teams Management Group by the 31st July each year. The appointments will conclude 30th April the following year.

Appointments will be for Team Manager, Coach and Chairman of Selectors, and two (2) selectors. The Group will be responsible for overseeing the selection and management of all representative teams from SLSSA. If, in the opinion of the Board and the requirements of SLSSA, further team officials are required to assist the State Team Management, then the Board will call for EOI to fill these positions.

A Manager and a Coach are required for competition teams with numbers exceeding eight (8). Teams comprising less than eight (8) may require:

- Coach/Manager or Manager/Coach
- Coach only
- Manager only

All Junior State Team officials should be experienced in working successfully with 12, 13 and 14 year olds. Should either gender not be represented in any State and Representative Team Management group, then a chaperone of the gender not represented shall be added. For both senior and junior State Teams only elected team officials and team members to be outfitted with State Team regalia.

State and Representative Teams Management Group - Qualifications and Duties

State and Representative Teams Manager

(a) Qualifications -

- (i) Have previous experience in the management of representative teams at Club and/or State level.
- (ii) Must complete a mandated notification course
- (iii) Have a clear knowledge of SLSA competition rules and regulations.
- (iv) Have a working knowledge of SLSA rules and regulations.
- (v) Have, as a minimum, Level 1 Officials and/or Level 1 Coaching Accreditation.

(b) Duties -

- (i) Shall work within the budget of expenses for any team under his/her control as set by the Board of Surf Sports.
- (ii) Shall submit written reports to the Board of Surf Sports no later than thirty days (30) after the completion of any competition for which they are responsible.
- (iii) Shall be responsible to the Board of Surf Sports, for the management, welfare and well being of team members and officials when travelling as a team.
- (iv) Shall ensure that the Team conforms to the policies and guidelines of SLSSA.
- (v) Shall manage all arrangements relating to the team in preparation before, during and on arrival back from the tour.
- (vi) Shall foster a collaborative approach to the management of the team.
- (vii) Shall liaise with groups and people as necessary for the effective management of the team.
- (viii) Shall assist and monitor the performance of all other Management appointments to State and Representative Teams.

State and Representative Teams Coach and Chairman of Selectors

(a) Qualifications -

- (i) Must hold, as a minimum, Level 1 Surf Coach Surf Accreditation.
- (ii) Must complete a mandated notification course
- (iii) Must have previous experience in managing and/or developing and implementing coaching programs at Club and/or State level.
- (iv) Have a clear knowledge of SLSA competition rules and regulations.
- (v) Have a working knowledge of SLSA rules and regulations.
- (vi) Have a working knowledge of SLSSA coaching policies and practices.

(b) Duties -

- (i) Shall be the Chairman of the State and Representative Teams selection panels with two (2) other selectors
- (ii) Shall be responsible for all matters pertaining to training, coaching and competition for members of State and Representative Teams
- (iii) Shall keep a complete record of all trials and records pertaining to the athlete's selection.
- (iv) Shall submit written reports to the Board of Surf Sports no later than thirty days (30) after the completion of any competition for which they are responsible for State representation
- (v) Shall assist and monitor the performance of all other coaching appointments to State and Representative Teams.

State and Representative Teams Selectors (2)

- (i) Shall be part of the selection panel with the Coach and Chairman of Selectors for all State and Representative Teams selections
- (ii) Shall attend all State and Representative Teams training sessions prior to the selection of the teams.
- (iii) Shall attend all selection meeting as called for by the Coach and Chairman of Selectors.
- (iv) Have, as a minimum, Level 1 Officials and/or Level 1 Coaching Accreditation.

Additional Team Managers and Coaches (as required) - Qualifications and Duties

Team Coaches:

(a) Qualifications -

- (i) Must hold, as a minimum, Level 1 Surf Coach Accreditation.
- (ii) Must complete a mandated notification course
- (iii) Must have previous experience in developing and implementing coaching programs at Club and/or State level.
- (iv) Have a clear knowledge of SLSA competition rules and regulations.
- (v) Have a working knowledge of SLSA rules and regulations.
- (vi) All coaches shall have a working knowledge of SLSSA coaching policies and practices.

(b) Duties -

- (i) Responsible to the State and Representative Teams Coach and Chairman of Selectors
- (ii) Shall be responsible for all matters pertaining to training, coaching and competition for members of the team.
- (iii) Shall be responsible for the development and implementation of a coaching program for the team.
- (iv) Shall assist the Team Manager in matters pertaining to the welfare and management of the team when on tour.
- (v) When required shall submit written reports to the Board of Surf Sports no later than thirty days (30) after the completion of any competition for which they are responsible.

Team Managers

(a) Qualifications -

- (i) Have previous experience in the management of surf sport teams at Club and/or State level.
- (ii) Must complete a mandated notification course
- (iii) Have a working knowledge of SLSA competition rules and regulations.
- (iv) Have a working knowledge of SLSA rules and regulations.
- (v) Have, as a minimum, Level 1 Officials and/or Level 1 Coaching Accreditation.

(b) Duties -

- (i) Responsible to the State and Representative Teams Manager
- (ii) Shall work within the budget of expenses for any team under his/her control as set by the Board of Surf Sports.
- (iii) When required shall submit written reports to the Board of Surf Sports no later than thirty days (30) after the completion of any competition for which they are responsible.
- (iv) Shall be responsible to the Board of Surf Sports, for the management, welfare and well being of team members and officials when travelling as a team.

- (v) Shall ensure that the Team conforms to the policies and guidelines of SLSSA.
- (vi) Shall manage all arrangements relating to the team in preparation before, during and on arrival back from the tour.
- (vii) Shall foster a collaborative approach to the management of the team.
- (viii) Shall liaise with groups and people as necessary for the effective management of the team.

2.10 Mediation Officer

2.10.1 Grievance Procedures

Where a person, be they a member or an officer or other employee of SLSSA or an affiliated Club has a grievance arising from their respective involvement in surf life saving, whatever that may be, with another such member, officer or employee, and that person considers the grievance warrants investigation and action by SLSSA, that person shall follow the following procedure.

2.10.2 Mediation Officer

The person shall contact, either by telephone or in writing, the SLSSA Mediation Officer, appointed by the Board of Management, and advise they have a grievance, which they wish to discuss with the official. The identity of the nominated SLSSA Mediation Officer will be communicated to all parties within SLSSA by bulletin. Where a grievance is to be submitted in writing it should be addressed clearly to the SLSSA Mediation Officer and marked "Private and Confidential".

2.10.3 Actions by Mediation Officer

- (a) Where a grievance has been received by the SLSSA Mediation Officer he shall, as soon as practicable, meet with, or discuss the grievance with the aggrieved party. The SLSSA Mediation Officer may take whatever steps and conduct whatever investigations necessary to determine the grievance is legitimate.
- (b) Where the SLSSA Mediation Officer determines the grievance is legitimate he shall take all reasonable steps to resolve the grievance.
- (c) Where the SLSSA Mediation Officer determines the grievance is not legitimate he shall advise the aggrieved party accordingly. If the aggrieved party is not satisfied with the SLSSA Mediation Officer's determination he may take whatever further action he considers necessary or appropriate including requesting the commencement of judiciary action under the SLSSA regulations.
- (d) Where the SLSSA Mediation Officer is unable to resolve a grievance or considers the grievance of a very serious nature he shall report the grievance to the General Manager and/or the Board of Management for action.
- (e) All grievances received by the SLSSA Mediation Officer, and all information surrounding the circumstances of a grievance which is discovered by the SLSSA Mediation Officer on investigation shall be confidential and may be communicated only to the General Manager and/or the Board of Management.

2.10.4 Procedures by Mediation Officer

In investigating a grievance and/or determining its legitimacy, the SLSSA Mediation Officer shall observe and apply the procedures applicable to a proceeding before a Judiciary Committee under Appendix 1 in so far as they are applicable.

2.11 Member Protection Officer

2.11.1 Member Protection Procedures

Where a person, be they a member or an officer or other employee of SLSSA or an affiliated Club has a cause of distress arising from their respective involvement in surf lifesaving, whatever that may be, with another such member, officer or employee, and that person considers the cause of distress warrants investigation and action by SLSSA, that person shall follow the following procedure.

The person shall contact, either by telephone or in writing, the SLSSA Member Protection Officer, appointed by the Board of Management, and advise they have a cause of distress, which they wish to discuss with the official. The identity of the nominated SLSSA Member Protection Officer will be communicated to all parties within SLSSA by bulletin. Where a cause of distress is to be submitted in writing it should be addressed clearly to the SLSSA Member Protection Officer and marked "Private and confidential".

2.11.2 Member Protection Officer

The Member Protection Officer will:

- (a) keep the matter confidential and only discuss it with those people whom the complainant has authorised them to speak to about the Complaint; and/or
- (b) inform the relevant governmental authority, if required by law; and
- (c) consult by seeking advice from the relevant State or Territory authority that administers the relevant law (eg. The Anti-Discrimination Board in SA).

If the complainant wishes to try and resolve the Complaint by mediation, the Member Protection Officer will, in consultation with the complainant, arrange for a mediator to mediate the Complaint.

2.11.3 Actions by Member Protection Officer

Member Protection Officers will:

- (a) listen to the complainant in an empathetic, supportive manner;
- (b) inform the complainant about their possible options; and/or act as a support person for the complainant, including supporting them through any mediation process undertaken to resolve the Complaint, if the complainant wishes.
- (c) Where a cause of distress has been received by the SLSSA Member Protection Officer he shall, as soon as practicable, meet with, or discuss the cause of distress with the aggrieved party. The SLSSA Member Protection Officer may take whatever steps and conduct whatever investigations necessary to determine the cause of distress is legitimate.
- (d) Where the SLSSA Member Protection Officer determines the cause of distress is legitimate he shall take all reasonable steps to resolve the cause of distress.

- (e) Where the SLSSA Member Protection Officer determines the cause of distress is not legitimate he shall advise the aggrieved party accordingly. If the aggrieved party is not satisfied with the SLSSA Member Protection Officer's determination he may take whatever further action he considers necessary or appropriate including requesting the commencement of judiciary action under the SLSSA regulations.
- (f) Where the SLSSA Member Protection Officer is unable to resolve a cause of distress or considers the cause of distress of a very serious nature he shall report the cause of distress to the General Manager and/or the State Council for action.
- (g) All causes of distress received by the SLSSA Member Protection Officer, and all information surrounding the circumstances of a cause of distress, which is discovered by the SLSSA Member Protection Officer on investigation, shall be confidential and may be communicated only to the General Manager and/or the Board of Management.

THE BY-LAWS – SECTION 3 : COMMITTEES AND PANELS

3.1 Authority of Committees

Specific interest panels exist to support the appropriate Board in the development and operation of the particular interest area. The Board of Management shall establish each panel on the recommendation of its operational board.

Duties –

- (a) to operate within the policies of SLSSA and to conduct its activities under the authority of its operational board.
- (b) to gain approval for the conduct of activities from its operational board. No panel shall commit to any program or activity without first making submission to, and gaining the approval of its board.
- (c) to provide for development for the specific discipline or area of expertise, however this development shall be approved and coordinated by the appropriate board to ensure that proper authorities are given, and to ensure that the activities of SLSSA are integrated throughout the organisation.
- (d) to make recommendations on both policy and operational matters to the appropriate boards.
- (e) to submit an annual budget proposal to its operational board by 31st January.
- (f) to submit proposals to its operational board for consideration and inclusion in the strategic plan for that board.
- (g) to deal with matters referred to it from time to time by its operational board.

3.2 Constitution Committee

- (a) The Board of Management shall appoint a Constitution Committee by 31st July each year.
- (b) The Constitution Committee shall deal with all matters affecting the Constitution that may be referred to it for report and recommendation to the State Council or Board of Management. The committee shall also, when instructed by the State Council, revise and take the necessary steps for the preparation of material relating to the Constitution.
- (c) The Constitution Committee has the authority to revise and recommend to State Council such alterations, as it deems necessary.

3.3 Life Membership and Honours Panel

- (a) The Board of Management shall appoint a Life Membership and Honours Panel consisting of five (5) members of SLSA on an as needs basis.
- (b) The Chairman shall be appointed by the Board of Management from amongst the members of the Panel.
- (c) A quorum for a meeting of the Life Membership and Honours Panel shall be four (4).

- (d) The procedures set out in By-law 5.2 shall apply in relation to Life Membership.
- (e) The Life Membership and Honours Panel shall have the authority to review and recommend to State Council any member of SLSA worthy of Life Membership or Honours

3.4 Judicial Panel

The Board of Management shall appoint a Judicial Panel on an as needs basis. The Judicial Panel shall:

- (a) Comprise a Legal Officer and others who shall be appointed annually, to investigate and report on all incidences calling for judiciary action.
- (b) The procedure set out in Appendix 1 shall apply to all matters referred to the Judicial Committee.
- (c) The Judicial Panel shall be available to Clubs to chair internal judiciary meetings and such arrangements shall be made through the General Manager.
- (d) The Constitution of SLSA 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 a group of members.

The Australian Council Constitution shall be the Constitution that is current at the time that the incident or incidents complained of took place.

- (e) Any Judiciary Committee shall require the Legal Adviser plus two (2) other members of the Judicial Panel.
- (f) No member of the Judicial Panel shall be a member of the Board of Management.
- (g) The General Manager shall maintain a record of precedents for referral.

3.5 Facilities Management Group

Shall be appointed by State Council on as required from time to time.

THE BY-LAWS – SECTION 4 : RULES AND PROCEDURES

4.1 Provisions

- (a) The election of the Board of Management of SLSSA shall be by preferential ballot (refer appendix 3).
- (b) The duties of Office bearers shall be as set out in Section 2 of the By-laws.
- (c) Such duties may be deleted, added to or altered from time to time by the Board of Management on notice of motion, and after negotiations with the appropriate Officer.
- (d) All Officer bearers shall continue in office subject to resignation or removal or disqualification from office until their successors are appointed. In the event of a vacancy occurring during the year such vacancy may be filled at an ordinary meeting of the Board of Management, or by postal, email or electronic ballot, subject to similar conditions of nominations as provided for in paragraphs (a) and (b) of this clause.

4.2 Correspondence

- (a) All official correspondence to and from SLSSA must be forwarded through the General Manager, whether it is from boards or Officers of SLSSA, Clubs or individual members.
- (b) All such correspondence shall be addressed to the General Manager at the address currently being used by SLSSA.
- (c) No correspondence shall be conducted with SLSSA, its Officers or State Centres, Branches or Clubs located in other States, other than through the General Manager or by his consent, in which case copies of such correspondence shall be lodged with the General Manager.

4.3 Postal or Electronic Voting

A postal or electronic vote shall be conducted in the following manner:

- (a) Any matter of an urgent nature which requires a decision by Clubs can, upon the instruction of the President or by resolution of the State Council or the Board of Management, be submitted to a vote by post, email or fax.
- (b) Where a vote by post, email or fax is intended to be taken the General Manager shall deliver or send by post, email or fax to each State Councillor and the State President, a clear statement of the question to be voted upon with a request that he send his vote thereon to the Returning Officer. Such request shall state the date upon which voting shall close.
- (c) State Councillors shall submit their votes in writing and enclose same in a marked envelope addressed to "The Returning Officer" at the address used by SLSSA. In the case of an electronic device vote the email or fax shall be addressed to "The Returning Officer".
- (d) Such mail or correspondence shall be opened by the General Manager in the presence of at least two (2) members of the Board of Management. The President shall have only a casting vote in the case of a postal and electronic device vote. Within seven (7) days of the closing of a vote by post or electronic device the General Manager shall post to each Club Secretary, State Councillor and Officer of SLSSA a report of the result of such voting. The report shall contain a copy of the question and the resultant decision.

- (e) All postal, email and fax votes received by the General Manager shall be filed with a copy of the question and a copy of the resulting report and shall be retained until the conclusion of the next following State Council meeting.

4.4 Fees and Expenses

- (a) Travelling and accommodation expenses shall be allowed for at the discretion of the Board of Management.
- (b) Such reasonable costs will be allocated at the discretion of the Board of Management.

4.5 Insurance

In relation to financial responsibility and claims the Board of Management may require or arrange on such terms as it thinks fit, insurance on property, members of SLSSA and for members of Clubs of SLSSA.

4.6 Publicity

All publicity (excluding that of Club social activities) submitted to National or State wide publication, radio stations and TV stations must be channelled through, or permission obtained from the General Manager (or his nominee). In the event of the General Manager not being available, permission may be obtained from the State President.

4.7 Annual Schedule Summary and Reporting Requirements

Prior to the SLSSA Annual General Meeting, Clubs affiliated with SLSSA shall forward to SLSSA electronically or in hard copy the Club's Annual Report, its Audited Financial Statements and Auditors Report for the past year.

Each affiliated Club must supply a correctly completed Annual Schedule Summary and Government Funded Audited Statement (or electronically an agreed chart of accounts as defined by the Board of Management) to SLSSA prior to the SLSSA Annual General Meeting.

The Board of Management shall be empowered to impose a penalty for late receipt or non-compliance with this By-law in a manner consistent with Appendix 5.4

4.8 Notification of Club Suspension / Expulsions

All Clubs shall be required to notify SLSSA, within seven (7) days, in writing the name of any member suspended or expelled and also the conditions of any such suspension.

4.9 Inspection of Club Records

The books and records of any Club shall be available for inspection at all reasonable times by an authorised Officer of SLSSA.

4.10 Inducements

No Club or member of a Club shall solicit or offer incentive or inducement of any kind for the purpose of procuring a member. This By-law shall apply to the recruiting of a member or to an existing member with the intention of obtaining a competitive transfer/clearance. Clubs may offer incentives or inducements to its members providing such incentives or inducements are available to every member of the inducing Club.

THE BY-LAWS – SECTION 5 : AWARDS AND LIFE MEMBERSHIP

5.1 Granting of Long Service and Patrol Awards

Members of the SLSA may be awarded Long Service and Patrol Awards in accordance with national Regulations.

5.2 Election of Life Members

- (a) Life membership is awarded to members who have rendered distinguished voluntary service to SLSSA. To be considered as distinguished service the service must be both sustained and provide a conspicuous contribution. Life Membership is awarded in accordance with SLSSA By-law 5.2.
- (b) Nominations may be submitted by Clubs or SLSSA at any time. Such nominations shall provide full details of the nominee's history and shall be handed to the General Manager.
- (c) The Life Membership and Honours Panel may, of its own motion, recommend to State Council, any member of an SLSSA Club it considers worthy of Life Membership.
- (d) Voting must be by secret ballot and for election a nominee must secure a two-thirds (2/3) majority of those voting.

THE BY-LAWS – SECTION 6 : DISCIPLINE

6.1 General

- (a) Where the Board of Management is advised or considers that a member or Club has allegedly:
 - (i) breached, failed, refused or neglected to comply with a provision of this Constitution and By-laws, the Rules and Regulations of SLSA, the Constitution of SLSA or any resolution or determination of the Board, the SLSA Council or any duly authorised committee; or
 - (ii) acted in a manner unbecoming of a member, or prejudicial to the purposes and interests of SLSSA, SLSA and/or surf lifesaving; or
 - (iii) brought SLSSA, SLSA or any other State Centre or surf life saving into disrepute;

the Board may commence or cause to be commenced, disciplinary proceedings against that member or Club, and that member or Club will be subject to, and submits unreservedly to the jurisdiction, disciplinary procedures and penalties and the appeal mechanisms of the Association and SLSA as set out in the Constitution and By-laws.
- (b) The Board may appoint a Judiciary Committee to deal with any disciplinary matter referred to it. Such Judiciary Committee shall operate under the principles expressed in Appendix 1.
- (c) The Board shall appoint annually:
 - (i) a Mediation Officer. as per By-Law 2.10
 - (ii) a Member Protection Officer. As per By-Law 2.11

6.2 Member Protection

- (a) SLSSA and affiliated Clubs are committed to the health, safety and well being of all members, and shall use their best endeavours to ensure a safe environment exists for all members participating in surf lifesaving activities.
- (b) SLSSA and affiliated Clubs shall not condone any form of discrimination, harassment or abuse of, or by, members.
- (c) All members shall abide by the relevant SLSA policies with respect to Member Protection, Equity and Harassment, and the Codes of Conduct as determined from time to time.
- (d) All members involved, either directly or indirectly in leading, chaperoning, coaching, instructing, examining, or supervising (or the like) youth members shall be screened in accordance with legislative and Association requirements as determined from time to time.
- (e) All members shall immediately report any suspected breaches of the SLSA Member Protection or Equity policies, or Codes of Conduct to the appropriate authority with their Club, or to SLSSA's General Manager. The General Manager shall, in accordance with Association policies and procedures, determine the most appropriate method of dealing with such reports.

- (f) Any member, who is charged with misconduct or a breach of discipline by the President, or the Board of Management, shall be reported to the Judiciary Committee. Should such conduct or breach of discipline be proved, the Member may be expelled, suspended, reprimanded or penalised.

6.3 Codes of Conduct

All members, Officers and staff shall comply with the following Codes of Conduct -

- (a) Individual Members shall -
- Respect the rights, dignity and worth of others;
 - Be fair, equitable, considerate and honest in all dealings with others;
 - Be aware of, and maintain an uncompromising adherence to, SLSA standards, rules, regulations and policies;
 - Be professional in, and accept responsibility for actions;
 - Make a commitment to providing quality service;
 - Use facilities and equipment for their proper purposes, and care for and maintain such facilities and equipment correctly;
 - Refrain from anything that may abuse, intimidate or harass others;
 - Preserve and protect the standing and reputation of the Association;
 - Understand the consequences of any breach of SLSA's Member Protection Policy or Codes of Conduct.
- (b) Team Managers/Age Managers/Chaperones shall-
- Abide by the 'Code of Conduct' for Members;
 - Be responsible for the overall welfare and well-being of team members and officials when travelling with a team;
 - Maintain a 'duty of care' towards team members and an accountability for the management of the team;
 - Have a sound knowledge of SLSA policies, responsibilities (and competition rules where necessary), and ensure that the conduct of the team is in accordance with these policies and guidelines;
 - Foster a collaborative approach to the management of the team.
- (c) Coaches/Officials shall -
- Abide by the 'Code of Conduct' for members;
 - Be responsible for matters concerning the coaching, training, development and competition of surf lifesavers;
 - Maintain a 'duty of care' towards others and an accountability for matters relating to training and competition;
 - Have a sound working knowledge of SLSA policies, rules and regulations, officiating and coaching techniques;
 - Ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development;
 - Provide a safe environment for training and competition;
 - Be a positive role model for surf lifesavers and SLSA.
- (d) Administrators/Directors/Officers shall -
- Abide by the 'Code of Conduct' for members;
 - Be fair, considerate and honest with others;
 - Operate within the rules of SLSA;
 - Be professional in all actions. Language, presentation, manner and punctuality should reflect high standards;
 - Resolve conflicts fairly and promptly through established procedures;
 - Maintain strict impartiality;

- Maintain a safe environment for others;
 - Show concern and caution towards others;
 - Be a positive role model.
- (e) Youth Leaders shall -
- Abide by the 'Code of Conduct' for members;
 - Recognise the importance of, and encourage the development of members, encompassing camaraderie and teamwork;
 - Treat members with respect and accept the duty of care for the welfare, safety, health and happiness of members and conduct themselves responsibly;
 - Be a role model to all members and conduct themselves in a manner befitting a leader within Surf Lifesaving;
 - Adhere to all Association Policies and ensure that the 'duty of care' to all members is met in these areas;
 - Accept that adults in Surf Lifesaving do not involve themselves in unobserved activities with individual youth members;
 - Realise that physical or verbal abuse, neglect or any other type of abuse, is unacceptable conduct by any member of the Association;
 - Allow members the opportunity and access to gain valuable leadership qualities and skills through lifesaving and surf sports activities;
 - Provide the best possible lifesaving and sporting activities for members with the view to encouraging and promoting long term active participation;
 - Be reasonable in demands on members time, energy, enthusiasm, and commitment;
 - Ensure young members are involved in planning, leadership, evaluation, and decision making processes at various levels within the Association;
 - Ensure that equal opportunities for participation in lifesaving are made available to all members regardless of ability, race, colour, religion or sex.

For judicial, grievance and appeal matters as per SLSA Regulations refer appendix 5.

THE BY-LAWS – SECTION 7 : PATROLS

7.1 Regulations

- (a) Every Club shall be responsible for patrolling the area under its control in accordance with the regulations of its patrol agreement, which shall be negotiated between Clubs and the Chairman of the Board of Lifesaving and issued annually.
- (b) In the event of a Club failing, for any reason, to efficiently patrol its area or committing any breach of the patrol regulations, it shall be reported to the Chairman of the Board of Lifesaving. If, in his opinion, the matter is serious, he shall lay the appropriate charge and refer the matter to the Board of Management who shall then appoint a Patrol Tribunal as per appendix 5.3.3.
- (c) Clubs shall have the right of appeal in respect of any penalty imposed by the tribunal to the Board of Management through the General Manager. Details of the appeal shall be submitted in writing to the General Manager no later than fourteen (14) days after the penalty is handed down. In relation to appeals or applications for leave to appeal against penalties imposed, the provisions in Appendix 5.3.6 apply.

7.2 Patrol Accreditation

- (a) General Patrol Activity -

In order to participate in general patrol activity a member will:

- (i) If between the ages of thirteen (13) and fifteen (15) years have gained the Surf Rescue Certificate accreditation in that season or have passed the annual SLSA proficiency requirement for that award.
- (ii) If over the age of fifteen (15) years have gained the Surf Life Saving bronze medallion accreditation in that season or have passed the annual SLSA proficiency requirement for that award.

- (b) Ancillary Patrol Activity -

In order to participate in ancillary patrol activity a member will:

- (i) Be of the age as defined in the SLSA's manuals who has gained radio, resuscitation, advanced resuscitation or first aid accreditation and be current as required by the SLSA in that discipline.
- (ii) Members in this category may only participate in activity pertaining to the scope of the said accreditation requirement.

THE BY-LAWS – SECTION 8 : COMPETITION

8.1 General

- (a) The rules for the conduct, control and management of examination, instruction, carnivals, competitions and displays shall be in accordance with the currently approved SLSA manuals, circulars and bulletins.
- (b) Dates and venues in respect of State or Club carnivals, excluding special/restricted carnivals, marathon events and/or displays, etc., shall be decided by the Board of Surf Sports and the final program promulgated before 31st August.
- (c) Clubs desirous of conducting State or Club carnivals referred to in (b) above shall apply, in writing, to the Board of Surf Sports.
- (d) Clubs desirous of conducting special/restricted carnivals, marathon events, long swims, displays, etc., may apply, in writing, at any time. Such applications shall be submitted to the Board of Surf Sports for consideration and possible inclusion in the State calendar.
- (e) Championship carnivals shall be hosted by the conducting Club in conjunction with SLSSA.
- (f) Late entries into State Championship carnivals will close at 12:00 noon on the Tuesday prior to the day the event is to be conducted.
- (g) Nothing in the foregoing paragraphs of this clause shall preclude the Board of Surf Sports from making such local rules to govern examinations, instruction, carnivals, competitions or displays not provided for in the manuals. Such rules shall not be contrary in principle or detail to any approved by the Australian Council.

8.2 Competition Accreditation

In order to participate in competition activity a member will:

- (a) If between the ages of seven (7) and thirteen (13) years be accredited for their age group as identified in the SLSA junior activity manuals.
- (b) If between the ages of thirteen (13) and fifteen (15) years be accredited with the SLSA Surf Rescue Certificate in that season or be the holder of the SLSA Surf Rescue Certificate and have passed the annual SLSA proficiency requirement for that award.
- (c) If over fifteen (15) years of age be accredited with the SLSA bronze medallion in that season or be the holder of the SLSA bronze medallion and have passed the annual SLSA proficiency requirement for that award.
 - (i) Not be in default or arrears of patrol duties in excess of those allowed by the Club Constitution for which the member is competing or in excess of ten (10) hours, whichever is the least.
 - (ii) In the case of having completed eight (8) years of satisfactory patrol and Club obligations as provided by the SLSA and Club Constitution and By-laws, since the gaining of the SLSA bronze medallion, and such service recognised by resolution of the appropriate Club body, be required to perform a minimum of patrol hours as required by the SLSA.

- (iii) In the case of having completed ten (10) years of patrol and Club obligations as provided by the SLSA and Club Constitution and By-laws, since the gaining of the SLSA bronze medallion, or eight (8) years of patrol and Club obligations as in (c)(1) and four (4) years of patrol and Club obligations as in (c)(2), and such service is recognised by resolution of the appropriate Club body, be granted exemption from all patrol obligation.
 - (d) An additional requirement in the case of State Championships competition participation is that the member shall be accredited with the minimum personal patrol hour requirement for that season.
 - (e) Life Members shall be accredited with the SLSA bronze medallion in that season, or be the holder of the SLSA bronze medallion and have passed the annual SLSA proficiency requirement for that award and in the case of State Championships competition participation the member shall be required to carry out his required number of personal patrol hours.
 - (f) Members who have completed twenty (20) full years of patrol obligations shall be the holder of the SLSA bronze medallion and have passed the annual SLSA proficiency requirement for that award. In the case of State Championships competition participation the member shall be required to carry out a minimum of eight (8) hours of personal patrol. Such members should have their status verified to State Centre before the close of entry into the State Championships event in which they wish to compete.
- Note: A person gaining their bronze medallion after 31st December shall not have that current season counted.

THE APPENDICES

A1. Judiciary Procedures

- (a) The Judiciary Committee shall operate in the following manner and within these rules of procedure and the following definitions shall apply:
- (i) "The Committee" means the Judiciary Committee.
 - (ii) " Secretary" means the Secretary for the time being of the Judiciary Committee.
 - (iii) "Member" means member of the SLSA subject to the jurisdiction of the State Council by which the Committee shall have been appointed.
- (b) The jurisdiction of the Judiciary Committee shall be that of where a Club or a member of a Club affiliated with SLSSA or member of SLSSA or Life Member charged with having committed an offence within the boundaries of this State, the Judiciary Committee of SLSSA shall deal with the alleged offender.
- (c) Every reference to the Committee shall be in a clear and unambiguous form and shall clearly set out the matters required to be determined by the Committee.
- (d) Upon reference of an inquiry to the Committee the Secretary shall forthwith appoint a time and place suitable to the members of the Committee.
- (e) The Committee shall conduct the inquiry referred to it within such time as the Board of Management directs, provided always that a member or a Club as the case may be, may apply for an adjournment by application in writing to be in the hands of the Secretary at least two (2) days before the time fixed for such inquiry.
- (f) The Committee shall have the power to require the attendance of any member at any meeting of the Committee. The Secretary shall give at least two (2) days notice in writing to a member informing him of the time and place of the meeting and that he is required to attend, and shall give such notice in writing at least three (3) days before the day appointed for the meeting to any member whom the subject of the inquiry requests him to call as a witness.
- (g) Any notice required by the rules to be given by the Secretary shall be given in writing delivered personally or sent by prepaid post addressed to the member concerned or to the Secretary of the Club concerned of which the person for whom the notice is intended is a member. On receipt of a notice intended for a member of his Club the Secretary of that Club shall forthwith inform the member concerned of the receipt of the notice and of its contents. A notice given by post shall be deemed to have been given on the day following that on which it was posted.
- (h) The Secretary shall give to the subject of the inquiry at least seven (7) days notice in writing of the time and place appointed for the investigation. Such notice shall state clearly the charge made and shall be in or to the effect of the following form:

SURF LIFE SAVING SOUTH AUSTRALIA INC
JUDICIARY NOTICE

A TO _____ (Member / Club)

B FROM Surf Life Saving South Australia Inc

C You are hereby notified that the matter detailed below E has been referred to the Judiciary Committee at the direction and authority of:
_____ (Meeting / Resolution / Date)

D A meeting of the Judiciary Committee will be held as follows:
Date : _____ Time _____ am/pm Venue :

E The matter referred to the Judiciary Committee, in specific items of reference is:

F The person(s) named in A above are required to be present personally - or in the case of a Club, to be represented by appropriate senior Officer(s).

G You should also arrange for the attendance of such witnesses as you may care to call upon your behalf, OR,

H You may notify the Secretary of the Judiciary Committee, in writing, of the names and addresses of people whom it is wished to have called as witness. This notification must be in the hands of the Secretary at least five (5) clear days BEFORE the date of the meeting. If the notification is made with sufficient information and within the time frames as set out above the Secretary of the Judiciary Committee will forward a notice and request the attendance of such witnesses. However the Judiciary Committee will not imply acceptance of responsibility of attendance of such witnesses or their expenses.

I If the time and place appointed for the meeting in D is not suitable then you may apply for an adjournment by application in writing to be in the hands of the Secretary at least two (2) days {48 hours} before the actual time of the meetings commencement.

J The Constitution of the SLSA does not provide for representation by legal, or other representatives, as a right. However application may be lodged at the commencement of the meeting and the committee may grant, or refuse, such application as it deems fit.

Yours faithfully

Secretary

JUDICIARY COMMITTEE

All correspondence, notifications, etc for the Judiciary Committee should be addressed to:

The Honorary Secretary

SLSSA Judiciary Committee

and sent to the current address of that body.

(i) The quorum at a meeting of the Committee shall be the Legal Adviser plus two (2) other members appointed by the Board of Management.

(j) The report of the Committee shall be tabled at the first meeting of the Board of Management after the investigation is concluded.

- (k) The finding of the Committee cannot be altered by the authority appointing it, but a two-thirds (2/3) majority of those present and voting at the meeting at which such findings are presented may refer the matter back to the Committee for further consideration or the hearing of additional evidence. The grounds for such reference shall be clearly stated.
- (l) No Club or member of a Club shall be entitled to legal representation as a right, provided always that a Club or member may apply at the commencement of the inquiry for such representation, and the Judiciary Committee may grant or refuse such application as it thinks fit. The same provision shall apply where representation other than legal representation is required.
- (m) Any member or Club who fails without reasonable excuse to comply with the requirements of any notice addressed to him by the Secretary or any Secretary of a Club who fails without reasonable excuse to comply with rule (g) hereof shall be subject to such action as the Board of Management thinks fit.
- (n) A member or a Club against which a Judiciary Committee has given an adverse finding or decision may, within fourteen (14) days after the decision is conveyed to such member or Club, apply to Board of Management for leave to appeal to that body. Such appeal must be lodged according to the provision of Appendix 5.1.5.

A2 Application for Affiliation

SURF LIFE SAVING SOUTH AUSTRALIA INCORPORATED

I, _____ a duly authorised officer
of _____ (applicant)
of _____ Postcode

hereby apply (on behalf of the applicant for acceptance of the applicant as an Affiliated Club of the Association).

In the event of admission as an Affiliated Club, the applicant agrees to be bound by the Constitution, Rules, Regulations, policies and directives of the Association for the time being in force.

(Signed for and on behalf of the Applicant by a duly authorised officer)

Signed: _____ Date: _____

A3 Standard Preferential Voting System

3.1 ELECTION OF ONE CANDIDATE

In this system, a voter is required to indicate a preference for each candidate on the ballot paper by using the numbers 1, 2, 3 etc up to the number of candidates (number1 being first preference, number 2 second preference etc.).

Votes shall be recorded and totalled with the candidate receiving the least number of total votes recorded being declared elected.

In the event of a tied vote the candidate with the most Number 1's (1st preference votes) recorded shall be declared elected.

In the event of a further tied vote the candidate with the most Number 2's (2nd preference votes) recorded shall be declared elected and so on until decided.

3.2 ELECTION OF MULTIPLE CANDIDATES

In this system, a voter is required to indicate a preference for each candidate on the ballot paper by using the numbers 1, 2, 3 etc up to the number of candidates. (number1 being first preference, number 2 second preference etc.).

Votes shall be recorded and totalled with the required number of candidates receiving the least number of total votes recorded being declared elected.

In the event of a tied vote the candidate with the most Number 1's (1st preference votes) recorded shall be declared elected.

In the event of a further tied vote the candidate with the most Number 2's (2nd preference votes) recorded shall be declared elected and so on until decided.

A4 State Logo



A5. Grievances, Judicial and Discipline

5.1 Judiciary Matters

5.1.1 Breach

- (a) Where a member has allegedly:
 - (i) Breached, failed, refused or neglected to comply with a provision of the SLSA Constitution, any regulation or resolution or determination of SLSA, SLSSA or any duly authorised board or committee; or
 - (ii) Acted in a manner unbecoming of a member or prejudicial to the objects and interests of SLSA and/or surf lifesaving; or
 - (iii) Brought SLSA, SLSSA or any Club; or surf life saving into disrepute; or
 - (iv) Competed or in any way participated in a lifesaving competition and/or use of SLSA equipment as per Regulation 5.3(c) of the SLSA Regulations which has not been licensed or sanctioned by SLSA or SLSSA or has failed to obtain the permission of SLSA or SLSSA to so compete or participate in that competition or use of that SLSA or SLSSA equipment;
- (b) The Board of Management may commence or cause to be commenced investigatory and/or disciplinary proceedings against that member, and that member will be subject to and submits unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms set out in this constitution.
- (c) The Board of Management may commence proceedings, or investigate conduct which may warrant the commencement of proceedings by referring the matter to a Judiciary Committee.

5.1.2 Judiciary Committee

Judiciary Committees shall be convened and function as per Appendix 1 of the Surf Life Saving South Australia Inc Constitution and By-laws.

5.1.3 Penalties

- (a) Penalties that may be imposed include, but are not limited to:
- (i) a reprimand
 - (ii) suspension of such activities, on such terms and for such period as the penalising authority thinks fit
 - (iii) exclusion from a particular activity, event or events
 - (iv) expulsion
 - (v) fines, imposed in such manner and in such amount as the penalising authority thinks fit
 - (vi) an adjustment of points in any State competition / award
 - (vii) requirement to provide services to other Clubs and/or any other activity as the penalising authority thinks fit
 - (viii) such combination of any of the above penalties as the penalising authority thinks fit.
- (b) During proceedings the subject(s) of the proceedings may be suspended, on such terms and for such period as the penalising authority thinks fit, and shall remain under suspension unless the relevant referring authority decides otherwise.

5.1.4 Effect of Penalty

- (a) Where an affiliated Club is suspended under these regulations, its membership of and representation rights and privileges in SLSA and SLSSA shall be forfeited during the period of such suspension. Officers of SLSA or SLSSA who may be members of a suspended affiliated Club shall not be affected by such suspension nor shall a suspension absolve the Club from any beach patrol responsibilities.
- (b) Where an individual member is suspended under these regulations, all rights and privileges of that member shall be forfeited, either partially or completely, during the period of suspension. In the case of complete suspension, a member shall also forfeit all affiliated Club rights during the currency of the suspension. Partial suspension shall prevent a member's participation in inter-Club, SLSSA or SLSA activities but shall not interfere with his rights as a member of an affiliated Club or his beach patrol responsibilities.
- (c) Where an affiliated Club or individual member is expelled under these regulations, its or his membership of, and representation rights and privileges in SLSA and SLSSA shall be forfeited immediately and membership shall cease. The provisions of SLSA Constitution, Part 3(9), shall apply.

5.1.5 Appeals

Any Club, Officer or member who has received a penalty or an adverse finding by a Judiciary Committee may, with fourteen (14) days from the determination of the committee, appeal to the Board of Management, against a penalty imposed by, or a finding of, a Judiciary Committee.

- (a) The rights of appeal by a member penalised by SLSSA shall proceed PROVIDED:
 - (i) The member concerned has properly availed himself of any right of appeal that may be provided in the Constitution of the relevant referring authority.
 - (ii) Application is made within fourteen (14) days of the imposition of the penalty or the handing down of the finding.
 - (iii) Application is made through the referring authority which shall, as soon as practicable, transmit the application to the Board of Management as the case may be whilst at the same time submitting, to that authority, any representations on the application which it may wish to make.
- (b) The Board of Management shall either itself or by its Judiciary Committee or by a further committee hear the appeal.
- (c) Whatever the decision, the next higher authority shall convey the decision to the appellant and the initial referring authority in writing.
- (d) An appeal against a decision of a Judiciary Committee shall be directed to the Board of Management provided:
 - (i) The Board of Management shall either itself or by a further committee appointed for the purpose hear the appeal.
 - (ii) The decision to refuse the appeal shall be final and not subject to further appeal.

5.2 Carnival Discipline

5.2.1 Breach

The Board of Surf Sports shall appoint a Carnival Disciplinary Committee to inquire immediately into any allegation of conduct by a member which:

- (a) Breached, failed or constituted a refusal to comply with a provision of the SLSA Constitution, any regulations or any resolution or determination of SLSA, SLSSA or Club or any duly authorised board or committee; or
- (b) Acted in a manner unbecoming of a member or prejudicial to the objects and interests of SLSA, SLSSA and/or surf lifesaving; or
- (c) Brought SLSA, SLSSA or surf lifesaving into disrepute and which was alleged to have been committed at any carnival or within a reasonable time before or after the carnival;
 - (i) whilst travelling to or from a carnival, or
 - (ii) whilst within the jurisdiction of the carnival authority.

5.2.2 Penalties for Breach

The Carnival Disciplinary Committee may penalise any member found guilty of such conduct in such manner, as it deems appropriate. Penalties may be imposed as prescribed in its constitution but may also include forfeiture of titles or trophies won at a carnival which is relative to the misconduct.

5.2.3 Carnival Disciplinary Committee

The Committee shall consist of no more than six (6) persons and shall be appointed by the Board of Surf Sports. A quorum shall be any three (3).

5.2.4 Written Report

The Committee shall, as soon as practicable, report in writing their enquiries and decisions to the Board of Surf Sports and, if applicable, to SLSA as the case may be.

5.2.5 Guidelines for Carnival Disciplinary Committee Procedure

- (a) The Carnival Disciplinary Committee shall be provided with the name, contact address and phone number at the carnival of the Manager of every visiting team by SLSA or SLSSA.
- (b) Any complaint received must be in writing or the complainant must be prepared to attend a meeting or inquiry of the committee, as and when required.
- (c) The committee may also instigate on its own volition, a course of inquiry, which may include the appointment of an investigator, to ascertain if any offence has been committed and proceed to make a complaint. The committee may then proceed as if the complaint has been made by another party.
- (d) The member or members against whom the complaint is made shall be entitled to be present at every hearing accompanied by his or their team manager or Club captain.
- (e) The nature of proceedings set out under Appendix 1 for the Judiciary Committee shall also apply for the Carnival Disciplinary Committee.
- (f) A minute book shall be provided to the committee to record proceedings. From the record a report shall be compiled for submission to SLSA or Board of Surf Sports, containing the names and addresses of all parties who gave evidence together with a summary of the inquiry and details of the findings of the committee, its recommendations and the penalties applied (if any).
- (g) The minute book shall be returned to SLSA or Board of Surf Sports as soon as possible.

5.2.6 Appeals

Any member penalised by a Carnival Disciplinary Committee shall have a right of appeal against the penalty to the Board of Management controlling the carnival, PROVIDED

- (a) The application is made to the controlling authority in writing, within fourteen (14) days of the notification of the penalty and shall set out clearly the grounds of appeal.
- (b) The appeal is placed before the Judiciary Committee of the controlling authority and at the sole discretion of such body shall either be:
 - (i) Upheld and the appellant exonerated;
 - (ii) Dismissed and the penalty upheld, decreased or increased in severity.

5.3 Patrol Regulations

5.3.1 Breach

Any contravention to Association patrol requirements shall be reported immediately to the Chairman of the Board of Lifesaving. Any member of the association can submit such reports.

5.3.2 Penalties for Breach

The Patrol Tribunal may penalise any Club found guilty of such breach in such manner, as it deems appropriate. Penalties may be imposed as prescribed in these regulations but may also include forfeiture of titles or trophies won which are presented in relation to patrol activities.

5.3.3 Patrol Tribunal

The maximum number of appointments to the Patrol Tribunal shall be six (6) members. A quorum shall be any three (3).

5.3.4 Written Report

The Committee shall, as soon as practicable, report in writing their enquiries and decisions to the Board of Management.

5.3.5 Guidelines for Patrol Tribunal Procedure

- (a) The Patrol Tribunal shall be provided with the name, contact address and phone number of the person submitting the allegation.
- (b) Any complaint received must be in writing or the complainant must be prepared to attend a meeting or inquiry of the committee, as and when required.
- (c) The committee may also instigate on its own volition, a course of inquiry, which may include the appointment of an investigator, to ascertain if any offence has been committed and proceed to make a complaint. The committee may then proceed as if the complaint has been made by another party.
- (d) The Club against whom the complaint is made shall be entitled to be present at every hearing.
- (e) The nature of proceedings set out under Appendix 1 for the Judiciary Committee shall also apply for the Patrol Tribunal.
- (f) A minute book shall be provided to the committee to record proceedings. From the record a report shall be compiled for submission to SLSA or the Board of Management, containing the names and addresses of all parties who gave evidence together with a summary of the inquiry and details of the findings of the committee, its recommendations and the penalties applied (if any).
- (g) The minute book shall be returned to SLSA or the Board of Management as soon as possible.

5.3.6 Appeals

Any Club penalised by a Patrol Tribunal shall have a right of appeal against the penalty to the Board of Management PROVIDED

- (a) The application is made to the controlling authority in writing, within fourteen (14) days of the notification of the penalty and shall set out clearly the grounds of appeal.
- (b) The appeal is placed before the Judiciary Committee of the controlling authority and at the sole discretion of such body shall either be:

- (i) Upheld and the appellant exonerated;
- (ii) Dismissed and the penalty upheld, decreased or increased in severity.

5.4 Administrative and Management Misdemeanours

5.4.1 Breach

The Board of Management may deal with any contravention to SLSSA administrative or management procedures.

5.4.2 Penalties for Breach

The Board of Management may penalise any Club or member found guilty of such breach in such manner as it deems appropriate. Penalties may be imposed as prescribed in this constitution (refer appendix 5.1.3).

5.4.3 Written Report

The Board of Management shall report in writing their enquiries and decisions to the next State Council meeting.

5.4.4 Appeals

Any Club or member penalised by the Board of Management shall have a right of appeal against the penalty to the State Judiciary Committee PROVIDED

- (a) The application is made to the controlling authority in writing, within fourteen (14) days of the notification of the penalty and shall set out clearly the grounds of appeal.
- (b) The appeal is placed before the next State Judiciary Committee meeting and at the sole discretion of such body shall either be:
 - (i) Upheld and the appellant exonerated;
 - (ii) Dismissed and the penalty upheld, decreased or increased in severity.