

ISSUE DATE 29/5/2019

VENUS BAY SURF LIFE SAVING CLUB INCORPORATED

BY LAWS and POLICIES

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CLUB BY LAWS

Of

VENUS BAY 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 25

2. GENERAL

1. Board members in conjunction with office holders of the club will within 60 days after the Annual General Meeting formulate which committees are required and nominate a person from the Board to chair such committees.
2. These committees are to have established areas of responsibility within which they will operate and report to Board meetings regularly – via the responsible Board member.
3. Committees must refer to Treasurer before incurring any expenditure beyond their brief and/or budget.
4. The President is an ex officio member of all committees.
5. The Board members within 60 days after the Annual General Meeting will appoint various members to positions required to operate the Association.
6. 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.
7. Association board member insurance is covered under the blanket Surf Life Saving Australia policy
8. 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.
9. All qualified members shall present themselves for patrol duties in accordance with the prepared roster and act under the control of the Patrol Captain.
10. All members may wear the Club badges and colours.-
11. Any complaints/concerns that arise that are unable to be resolved amicably to the satisfaction of all parties must be referred to the Member Protection Officer at memberprotectionofficer@vbslsc.org.au

2.1 Code of Conduct

This code of Conduct is designed to complement the Club'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
- Will read and abide by the Venus Bay Surf Lifesaving Club's Code of Conduct policy.

3. 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 October – 30th September

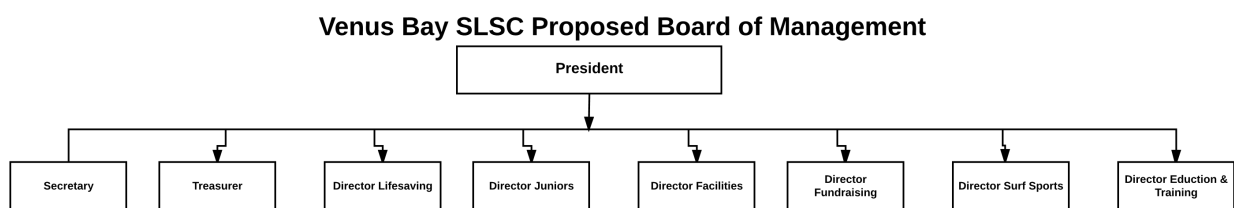
4. ASSOCIATION STRUCTURE

4.1 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

4.2 Board Structure



4.3 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 that every two months normally on a rotational basis.

4.4 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 nonattendance is raised.

4.5 Board Covenant

All Board members recognise that they are the custodians of the clubs mission and vision and as such they recognise and accept that they will lead by example and will focus planning for the future whilst concurrently using best endeavours to ensure the ongoing success of the club.

5.0 POSITION DESCRIPTIONS

5.1 **Title:** **Club President**
 Responsible to: **Club Board**

Responsibilities and Duties

- Act as the principal leader with overall responsibility for the Club's administration
- Set the overall Board agenda and help the board prioritise its goals and ensure office bearers work within this framework
- Facilitate meetings, including: board, general and annual general meetings
- Represent the surf club appropriately at local, regional, state and national levels
- Act as a facilitator for club activities and voice members views at appropriate forums
- Ensure planning and budgeting is completed in accordance with the needs of the club and members wishes
- Ensure all rules and By-Laws of the Club are upheld
- Engage sponsors and supporters
- Ensure financial, social and structural viability of the club is established and maintained
- Identify and communicate to members opportunities available at club, branch, state and national levels
- Be responsible for Club planning, including succession and business planning
- Ensure all Club activities are carried out within the laws of Victoria
- Maintain a policy of loyalty to the Club and its activities whilst maintaining confidentiality and respect towards members

Knowledge and Skills Required

- Communicate effectively
- Well informed of the organisations activities
- Aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public

- Maintain effective and efficient administration
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Must be a supportive leader for all organisations members
- Have good knowledge of organisational governance

**5.2 Title Secretary:
Responsible to: Club President**

Responsibilities and Duties

- Make arrangements including agenda, venue, date, etc, for club meetings in consultations with the Chairperson and advise members accordingly
- Collect and collate reports from office bearers
- Call for and receive nominations for positions for the club Annual General Meeting
- Take minutes of meetings and maintain a copy for records
- Receive, record, read, reply and file correspondence promptly
- Provide a copy of correspondence in and out if required
- Collate and arrange printing of the annual report
- Maintain data entry to surfguard and ensure records are current
- Act as Public Officer if no separate Public Officer is appointed by the Board
- Maintain files, including (but not limited to) legal documents, constitutions, leases and titles
- Perform the general routine administration of the club
- Ensure circulation of minutes to board members well prior to the next meeting
- Maintain a policy of loyalty to the Surf Club and it's activities whilst maintaining confidentiality and respect towards members

Knowledge and Skills Required

- Communicate effectively
- Well-organised and can delegate tasks
- Maintain confidentiality
- Have a good working knowledge of the Club Constitution and By-laws
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- A good business sense
- A practical knowledge of computer systems and programs such as Surfguard and Microsoft Office applications
- Have good knowledge of organisational governance

**5.3 Title: Treasurer:
Responsible to: Club President**

Responsibilities and Duties

- Is the Chief Financial Officer for the club
- Drive the Board to prepare annual budgets with assumptions for their respective areas
- Collate and consolidate the area/divisional budgets into an overall Club budget

- Produce relevant and timely financial reports and submit these to each Board meeting as required
- Make all payments out of the bank accounts as required.
- Provide advice on cash management process
- Monthly preparation of bank reconciliation and Profit & Loss comparing actual to budget
Monitor the actual v budget results monthly seeking explanation for material variation >10% so the Board can be advised
- Maintain the Club's accounting records including detailed records of all payments and monies received ensuring it is logically filed with authorised supporting documentation
- Liaise with Club Auditor regarding the annual audit and preparation of compliant financial statements for presentation to members at the Annual General Meeting
- Cause the preparation of statutory returns and reports as required, specifically Activity Statement for the ATO
- Liaise with Secretary and Public Officer to ensure the entity is compliant with relevant legislation
- Establish budget approval limits for Directors of the board to be voted on at the first General Meeting of the Board
- Maintain a policy of loyalty to the Club and its activities whilst maintaining confidentiality and respect towards members

Knowledge and Skills Required

- Prior bookkeeping or accounting experience essential
- Prior experience in the preparation of bank reconciliations essential
- Prior experience in the preparation of Balance Sheet and Profit & Loss statements highly desirable
- Well developed computer skills
- Well organised and able to work unsupervised and be self motivated
- Understanding of the need for proper controls and governance over Club finances i.e.
 - Purchase orders (properly authorised with supporting documentation)
 - Payment/Cheque requisitions (properly authorised with supporting documentation)
 - Cheques & EFTs authorised by two authorised members
- Ability to allocate regular time periods to maintain the books and records
- Ability to keep correct up-to-date records
- Able to work in a logical orderly manner
- Time management skills
- Maintain a policy of loyalty to the Club and its activities whilst also maintaining confidentiality and respect towards members
- Awareness of information, needed for the annual audit.
- Have good knowledge of organisational governance

**5.4 Title: Director Lifesaving
Responsible to: Club President**

Responsibilities and Duties

- Administer and organise patrols (rosters, experience/qualification spread)
- Manage adherence to requirements as per Lifesaving Agreement and SOP's (quality assurance)

- Be responsible for the care, maintenance and housing of all lifesaving equipment, including board, boats, vehicles and first aid equipment
- Ongoing management or service delivery standards and issue resolution
- Coordinate pre-season preparation phase (equipment/uniforms, rostering, communication etc)
- Responsible for the conduct of patrolling and award members in the Club
- Oversee the IRB Captain and First Aid Officer concerning lifesaving gear, ensuring it is well maintained
- Provide regular communication to Patrol Captain's and members direct, by social media and in Club's newsletters
- Work with Director Education to address training requirements and deficiencies
- Recommend actions to Club Board
- Communicate with patrol defaulters to maintain efficiency of patrols
- Keep a record of member re-qualifications each season
- Keep a record of members performances at patrol duties
- Submit regular reports to the Club Board
- Head of call out team
- Maintain compliance with LSV SOP (Standard Operating Procedures)
- Manage in consultation with others, the annual lifesaving equipment grant
- Maintain a policy of loyalty to the Club and it's activities whilst maintaining confidentiality and respect towards members

Knowledge and Skills Required

- Current Bronze Medallion and Silver Medallion: Beach Management
- Good understanding of Club culture and lifesaving operations
- Ability to organise and delegate tasks
- Proficient computer skills and administration
- Aware of Work Health & Safety policy
- Accreditation in TSG (Training Small Groups), desirable
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Positive and enthusiastic

**5.5 Title: Director Surf Sports:
Responsible to: Club President**

Responsibilities and Duties

- Ensure implementation of relevant policies relating to Surf Sports
- Conduct regular communication with Club surf sports representatives
- Ensure effective directorship of surf sports and its competition operations
- Prepare reports for presentation to Boards, and other meetings as required
- Provide leadership and strategic direction relating to Surf Sports
- Represent the Club at meetings/conferences as required
- Maintain a policy of loyalty to the Club and it's activities whilst maintaining confidentiality and respect towards members

Knowledge and Skills Required

- Surf Sports Official accreditation Level 1 - Essential
- Foundation or Development Coaching accreditation – desirable
- Understand Surf Sports manual
- Understanding of requirements for Coach and Official accreditation
- Project Management skills
- Excellent communication and interpersonal skills
- Adequate computer skills
- Have good knowledge of organisational governance
- Bronze medallion desirable

5.6 Title: Director Education and Training
Responsible to: Club President

Responsibilities and Duties

- Is the Club's Chief Training Officer
- Lead and develop a team of trainers who will develop personnel to meet the operational needs of the Club
- Assist in development of youth within the Club.
- Coordinate all instruction squads, their trainer/s and the resources
- Assess, develop and coordinate delivery of training solutions to meet the Club's POM needs and service quality issues
- Positively support the policies, culture, operation and management of the Club,
- Follow procedures and protocols as outlined in SLSA and LSV Training SOPs
- Ensure all training sessions are efficient, records completed and filed
- Develop training solutions for new resource implementation
- Ensure re-qualifications of awards and certificates are completed by required date and recorded
- Analyse skill mix throughout the Club and develop training solutions where needed
- Ensure training manikins are in good working order and have suitable hygiene supplies
- Submit reports to the Board
- Participate as a member of the Board.
- Arrange assessments through the Branch as required, ensuring follow-up as required
- Attend Branch meetings (as required) and report to Branch and/or Club all relevant information
- Liaise with Branch Education Officer
- Maintain a policy of loyalty to the Club and it's activities whilst maintaining confidentiality and respect towards members

Knowledge and Skills Required

- SLSA Training Officer Certificate
- Hold a Bronze Medallion

- Registered Training Organisation, Educational Qualification, i.e. Certificate IV in Workplace Training and Assessment or Certificate IV in Training and Assessment (preferred)
- Assessor Units of Competency (preferred)
- Ability to organise and delegate tasks
- Aware of Work Health & Safety policy
- Maintain confidentiality on relevant matters
- Proficient computer skills and administration
- Can communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic
- Have good knowledge of organisational governance
- Bronze medallion - desirable

5.7 **Title:** **Director Juniors:**
 Responsible to: **Club President**

Responsibilities and Duties

- Manage the coordination of Youth Activities
- Identify issues and potential solutions to recommend to the Board
- Responsible for providing advice, direction and coordination for Age Managers
- Monitoring the implementation of new initiatives
- To work with Junior Activities Management to set the agenda for each season's activities
- Chair Age Managers meetings and regularly report to the Board on the progress of the junior groups
- Distribute relevant correspondence to the Age Managers
- Submit reports to the Board
- Work as required with the Director Education, Director Surf Sports, Swim and Beach Captains, Water Safety Co-ordinator to ensure satisfactory outcomes for the Club
- Complete Working with Children Check
- Maintain a policy of loyalty to the Club and it's activities whilst maintaining confidentiality and respect towards members

**Knowledge and Skills
 Recommended**

- SLSA Level 1 Official Course
- SLSA Level 1 Coaching Course – Desirable
- Identify situations that require Member Protection policy and procedure
- Capacity to negotiate and resolve issues with a range of people
- Good organisation and problem solving skills with the ability to delegate tasks
- Excellent communication and interpersonal
- Ability to work as part of a team
- Maintain confidentiality and discretion on relevant matters
- Friendly, positive and enthusiastic
- Good time management
- Have good knowledge of organisational governance
- Bronze medallion desirable.

5.8 **Title:** **Director of Facilities:**
 Responsible to: **Club President**

Responsibilities and Duties

- 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 within 60 days after the Annual General Meeting 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
- Drive and lead any building projects
- Liaise with the Club President on a regular basis on area of management

**Knowledge and skills
Recommended**

- 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

5.9 **Title:** **Director of Fundraising**
 Responsible to: **Club President**

Responsibilities and duties

- 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 sourcing and submission of all Grants on behalf of the association

- Responsible for sourcing and submission to all prospective and ongoing Sponsors on behalf of the association
- Responsible for all social and fundraising events run by the association
- Responsible for all fund raising on behalf of the association

Knowledge and skills

Recommended

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

5.10 **Title:** **Club Captain**
Responsible to: **Director of Lifesaving**

Responsibilities and Duties

- Conduct and control all patrols.
- Schedule patrols and roster patrol duties prior to the commencement of each season.
- Assist the nippers coordinator with the safe running of junior activities.
- Ensure lifesaving gear is well maintained and report any repairs required.
- Ensure sufficient numbers are on patrol.
- Communicate with patrol defaulters to maintain efficiency of patrols.
- Keep a record of member re-qualifications each season.
- Keep a record of members' performances at patrol duties.
- Submit regular reports to the club Directors.
- Good understanding of club culture and operations
- Maintain confidentiality on relevant matters.
- Identify up and coming leaders for the club
- Plan for continuous improvement of member, youth and leadership activities
- Work with the Director of Lifesaving to review and implement any directives or policies provided by Lifesaving Victoria that relate to Lifesaving Services
- Communicate effectively with all club members.
- Support the development of all club members
- Provide support and leadership in club events
- Act as a role model and mentor for club members

Knowledge and skills required

- Bronze Medallion – mandatory
- Has full understanding of lifesaving services including award structure

- Has an awareness and understanding of relevant club issues outside their direct area of responsibility
- Thinks clearly and positively
- Maintains confidentiality in relevant matters
- Manages and supervises others

CLUB POLICIES & FORMS

As a member and affiliate of Lifesaving Victoria, Venus Bay Surf Lifesaving subscribes to the policies of Lifesaving Victoria. All Lifesaving Victoria policies can be found at: <http://lsv.com.au/clubs-members/support/club-policies/>

The following is a list of Club specific policies & forms, their current status and latest issue date. 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: www.vbslsc.org.au

Title	Type	Issued	Status
Grievance process and flowchart	Policy	19/09/17	Active
Internet usage policy	Policy	19/9/2017	Active
Code of Conduct	Policy	19/9/2017	Inactive
Social Media Policy	Policy	19/9/2017	Active
Working with Children Checks V1	Policy	9/10/2017	Inactive
Bunkhouse rules	Policy	12/9/2017	Active
Bunkhouse indemnity waiver	Form	12/9/2017	Active
Nipper Swim Assessment Form	Form		Active
Club Committee structure	Form	13/11/2017	
Appointment of committee Process	Policy	13/11/2017	Active
Security Camera Policy	Policy	7/01/2018	Active
Club Equipment Policy	Policy	4/4/2019	Active
How to apply for a working with children check	Procedure	23/8/2019	Inactive
Grievance Process Flowchart	Policy	23/8/2019	Active
Code of Conduct V2	Policy	18/9/2019	Active
Financial Hardship V1	Policy	18/9/2019	Active
Updated code of conduct V2	Policy	18/9/2019	Active
Working with children Checks V2	Policy	23/8/2019	Inactive
Vehicle Ramp Access V1	Policy	12/12/2019	Active
Equipment Usage Policy V2	Policy	11/12/19	Active
Starfish transition to patrol V1	Policy	21/2/2020	Active
Sunsmart Policy V1	Policy	18/6/2020	Active
Review of financial hardship policy V1 remains current	Policy	18/9/2020	Active
How to apply for a working with children check V2	Procedure	29/9/2020	Active
Member dues refund policy for season 2020	Policy	29/9/2020	Active

Working with children checks V3	Policy	29/9/2020	Active
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