

Surf Life Saving Tasmania Inc.

Regulations

Adopted 3rd August 2007



FOREWARD

The operating protocols of Surf Life Saving Tasmania are divided into two (2) parts.

- Part 1: the Rules which are the authority under and through which we govern and manage the business of Surf Life Saving Tasmania.
- Part 2: the Regulations which are the conditions under which we operate.

SLST also makes policies from time to time. Such policies formalise SLST's position on specific issues and/or details the required procedures considered important to effect competent and prudent management and operations.

Policies may be reviewed (and possibly amended) from time to time by SLST itself, via the Board or Standing Committees, or after consideration of a request from an affiliated Club.

The Board and Standing Committees also pass resolutions from time to time. Resolutions are essentially a procedural means of formalising and recording a decision, rule, policy or position on a specific issue.

Nothing in these Rules shall conflict with the Constitution, Regulations, Bulletins, or Policies of Surf Life Saving Australia or the law. Where a conflict may arise, the SLSA Constitution and the law take precedence.

Similarly, the Constitutional documents of affiliated Clubs cannot conflict with SLST's or SLSA's Constitution, Regulations, Bulletins or Policies. Where any conflict arises, the SLSA and SLST Constitutions take precedence.

Note

These Rules and Regulations were developed as a result of a major review of SLST's governance and management systems in 2007.

These Regulations do not include all SLSA or SLST policies, rules or regulations as these are available in SLSA Manuals and other published forms (both hard copy and on SLSA and SLST websites).

Such Policies, Rules and Regulations are created, reviewed and amended from time to time.

New or revised Polices, Rules and Regulations are communicated by Bulletin or Circular, and as previously stated, are available on SLSA or SLST websites.

These Regulations were endorsed at a Special General Meeting of State Council held on 3rd August 2007.

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SECTION 1: THE CONSTITUENTS

REGULATION 1.1 DIRECTORS

The Councillors shall elect, as provided for in Rule 9.2, the following Directors:

- a) President
- b) Deputy President
- c) Finance Director
- d) Directors
- e) Independent Directors

Nominees for these positions shall be required to attend a briefing, in person or by teleconference, by a panel of selected SLST personnel, appointed by the Board, with respect to the applicable work role, the member's abilities, and availability to carry out the duties of the office for which the nomination is intended and/or received. Failure to attend such a briefing shall result in the nomination being rejected.

The election of Independent Directors shall be as per Rule 9.2 and Regulation 1.2.

REGULATION 1.2 INDEPENDENT DIRECTORS

The Council may also elect up to two (2) other Directors, called Independent Directors at any time. Independent Directors of SLST may or may not be members of an affiliated Club.

The Board or General Manager shall recommend suitable persons for election and provide, to the Council, their curricula vitae outlining their experience, skills and suitability as Independent Directors.

Independent Directors shall have demonstrated knowledge, skills and experience in private business, government and/or community activities. Such knowledge, skills and experience may be general in nature or specifically related to a SLST strategic and/or management need.

REGULATION 1.3 STATE OFFICERS AND ADVISORS

- a) The Board may elect or appoint the following Officers and Advisors.
 - i) General:
 - a) Patron;
 - b) Vice-Patrons; and
 - c) Legal Advisor
 - ii) Lifesaving:
 - a) State Life Saving Officer;
 - b) State Life Saving Support Services Officer;
 - c) Education Advisor;
 - d) Junior Lifesaving Advisor;
 - e) Medical Advisor;
 - f) First Aid Advisor;
 - g) Communications Advisor;
 - h) Mobile Services Advisor;
 - i) Patrol Advisor; and
 - j) Patrol Assessors
 - iii) Surf Sports:
 - a) State Surf Sports Officer;

- b) Junior Surf Sports Advisor;
 - c) Surf Boat Advisor;
 - d) Athletes Advisor;
 - e) Coaching Advisor;
 - f) Officials Advisor;
 - g) Gear & Equipment Advisor;
 - h) Surf Craft Advisor;
 - i) State Team Coach;
 - j) State Team Manager; and
 - k) State Team Chaperone
- iv) Member Services:
- a) Member Services Officer;
 - b) Volunteer Advisor;
 - c) History Advisor;
 - d) Grievance Advisor; and
 - e) Junior Life Saving Advisor
- b) **Officers** of SLST shall be elected or appointed from members of Clubs affiliated with SLST, except where specified otherwise.
- c) **Advisors** to SLST may or may not be members of affiliated Clubs.
- d) The **State Life Saving Officer** shall be a member of an affiliated Club and be a current Assessor. Nominees for this position shall require the endorsement of the State Life Saving Committee.
- e) The **State Surf Sports Officer** shall be a member of an affiliated Club and be an SLSA Accredited Official and/or Coach. Nominees for this position shall require the endorsement of the State Surf Sports Committee.
- f) The **State Member Services Officer** shall be a member of an affiliated Club. Nominees for this position shall require endorsement the State Member Services Committee.
- g) The **State Life Saving Support Services Officer** shall be a member of an affiliated Club. Nominees for this position shall require the endorsement of the Life Saving Support Services Panel and the State Life Saving Committee.

REGULATION 1.4 COUNCILLORS AND DELEGATES

- a) The limitations on the number of Councillors or Delegates representing Clubs or Auxiliary Organisations on the SLST Council shall be:
- i) Club: one (1) Councillor who shall be the Club President.
 - ii) Auxiliary Organisation: one (1) Delegate who shall be subject to the provisions contained herein relating to Delegates generally. Representation is at the Council's discretion.
- b) Councillors shall:
- i) either personally or by proxy (alternative Councillor) attend all SLST Council meetings;
 - ii) act as liaison between SLST and their club and fully and regularly report in writing or in person on the overall activities of SLST.
- c) Delegates from SLST to Auxiliary Organisations shall:

- i) either themselves or by proxy attend all General Meetings of the organisation and represent SLST on that body;
- ii) act as liaison between SLST and the organisation and fully and regularly report in writing or in person on the overall activities of the organisation;
- iii) except where otherwise specifically by SLST exercise personal discretion on matters of a general nature at meetings of the Auxiliary Organisation but shall have no authority to commit SLST to decisions of a major policy nature without first having had the express authority of the Board.

SECTION 2: CONDITIONS PERTAINING TO COUNCILLORS AND DIRECTORS

REGULATION 2.1 DISCLOSURE OF INTEREST

a) General Duties

Members of the Council and the Board shall be required to understand the needs of SLST and their legal responsibilities as Council and Board members.

These members owe a fiduciary duty to SLST and shall exercise their rights and powers in good faith and for the benefit of SLST.

Councillors and Directors shall comply with the following principle statutory and common law duties:

- i) to act honestly and in good faith in the interests of SLST;
- ii) to exercise the degree of care, skill and diligence that a reasonable person in a like position would exercise in SLST's circumstances;
- iii) to exercise powers honestly and for the purposes for which they were conferred and not for collateral purposes;
- iv) to avoid any actual or potential conflict between their obligations owed to SLST and their personal interests and other duties;
- v) to keep confidential information obtained, and not to disclose advantage or business opportunities acquired, in the course of office;
- vi) to prevent insolvent trading by SLST.

b) Interests

A Councillor or Director shall not hold any place of profit or position of employment in SLST, or in any company or incorporated association in which SLST is a shareholder or otherwise interested, or from contracting with SLST either as a vendor, purchaser or otherwise except with the express resolution of approval of the Council. Any such contract or arrangement entered into by or on behalf of SLST in which a Councillor or Director is in any way interested will be voided for such reason.

c) Disclosure of Interests

The nature and interest of a Councillor or Director must be declared by such person at the meeting at which the contract or arrangement is first taken into consideration if the interest exists or in any other case at the first meeting of the Council or Board after the acquisition of the interest. If a Councillor or Director becomes interested in a contract or arrangement after it is made or entered into, the declaration of the interest must be made at the first meeting of the Council or Board held after the Councillor or Director becomes so interested.

d) General Disclosure

A general notice that a Councillor or Director is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration. After such general notice it is not necessary for such Councillors or Directors to give a special notice relating to any particular transaction with that firm or company.

e) Recording Disclosures

It is the duty of the General Manager to record in the minutes any declarations made.

- f) Conflicts
 - i) A Councillor or Director, notwithstanding an interest, may be counted in the quorum present at any meeting, but cannot vote in respect of any contract or arrangement in which the Councillor or Director is interested.
 - ii) A Councillor or Director shall not sign a document where the Councillor or Director is interested in the contract or arrangement to which the document relates.

REGULATION 2.2 DIRECTORS' CODE

The primary function of the Board is to work with the General Manager and staff to efficiently and effectively manage the business of SLST on behalf of the Individual Members.

Directors shall accept their personal responsibility to:

- a) Act honestly and in good faith in the best interests of Surf Life Saving Tasmania.
- b) Exercise due care, skill and diligence in preserving, protecting and advancing SLST and Surf Life Saving.
- c) Exercise their powers fairly and for the purposes for which they were conferred, and not misuse or profit from information obtained through their position.
- d) Respect confidential information obtained, and disclose any actual or potential conflict between their obligations owed to SLST and their personal interests and other duties.
- e) Fulfil their fiduciary obligation to SLST, including the prevention of insolvent trading.
- f) Adhere to SLSA and SLST policies, rules and regulations, including the acceptance and responsibility for the decisions and actions of the SLST Council and/or Board.
- g) Provide positive and accountable leadership for SLST and affiliated Clubs and auxiliary organisations.
- h) Promote SLST's primary mission for "Safer Tasmanian Beaches" – acknowledging SLST's primary "customers" in the surf.
- i) Actively support and promote SLST's strategic initiatives.
- j) Actively promote SLST's organisational values i.e.,
 - i) We are responsive to the need of our members and community.
 - ii) We operate with integrity, equity and accountability.
 - iii) We are innovative in improving our services.
 - iv) We operate as a team.
 - v) We accept our responsibility to lead and represent Surf Life Saving in Tasmania.
- k) Report to the President.

REGULATION 2.3 GOVERNANCE STYLE

The Board as a whole, and Directors as individuals, shall be concerned with ensuring effective leadership and control of SLST's business, in line with SLST's and SLSA's long term vision and mission.

To facilitate effective governance and management of SLST's business, the Board and Directors shall:

- a) Only deal with governance and strategic issues and shall not participate in the day-to-day management of SLST or SLSA;
- b) Direct and control SLST at all times with a long term vision and mission;

- c) Work to turn the aspirations of SLST into attainable targets that are to be achieved within a given time and resources available;
- d) Govern with an emphasis on
 - i) outward visions rather than internal preoccupation;
 - ii) encouragement of diversity in viewpoints;
 - iii) strategic leadership more than administrative detail;
 - iv) clear distinction of Board and General Manager management roles;
 - v) collective rather than individual decisions;
 - vi) future rather than past or present; and,
 - vii) proactivity rather than reactivity.
- e) Represent the interests of SLST and consult with members and other stakeholders on policy direction issues;
- f) Establish Standing and Special Purpose Committees to assist the Board. Such Committees are fully accountable to the Board and last only as long as they are required;
- g) Liaise with and work only through the General Manager and no other members of staff;
- h) Instruct the General Manager in a collective voice and at all times holds the General Manager accountable for the overall performance of SLST;
- i) Cultivate a sense of group responsibility;
- j) Be responsible for excellence in governing;
- k) Be an initiator of policy;
- l) Use the expertise of individual members and advisors to enhance the ability of the Board as a body rather than to substitute individual judgements for its Board's values;
- m) Not allow any Officer, individual or Committee of the Board to hinder or be an excuse for not fulfilling Board commitments;
- n) Direct, control and inspire the organisation through the careful establishment of written policies reflecting the Board's values and perspectives about goals to be achieved and means to be avoided. The Boards' policy focus will be on the intended long term effects for the whole organisation not on the administrative or programmatic means of attaining those effects;
- o) Impose upon itself whatever discipline is needed to govern with excellence. Such discipline will apply to matters such as attendance, preparation, research, policy making principles, respect of roles, and governance improvement; and,
- p) Monitor and discuss the Board's performance at least annually.

SECTION 3: MEETINGS

REGULATION 3.1 ANNUAL GENERAL MEETING

- a) Surf Life Saving Tasmania shall hold an Annual General Meeting, not later than three (3) months of the close of the financial year, each year and each affiliated club shall hold its Annual General Meeting at least one month prior to that date.
- b) The Annual General Meeting is to be held in addition to any other general meetings that may be held in the same year.
- c) Any member of SLST may attend but, apart from those persons specified in Rule 9.1, shall have no voting rights.

- d) The business to be conducted of the Annual General Meeting is to be as follows:
 - i) Affiliation of the Clubs;
 - ii) Election of Directors;
 - iii) Appointment of Auditor;
 - iv) Presentation and adoption of Annual Report and Financial Statements;
 - v) Announcement of Life Membership awards;
 - vi) Alterations to the Constitution.
- e) The minutes of the Annual General Meeting shall be confirmed at the subsequent Council meeting and copies of the minutes shall be forwarded to Councillors, Directors, Officers, Advisors, Clubs, and other state associations and SLSA.

REGULATION 3.2 COUNCIL GENERAL MEETINGS

- a) A minimum of one (1) general meeting shall be held each year at a time and venue as determined by the Council or Board having regard to circumstances prevailing at that time.
- b) The General Manager shall cause notice of a general meeting to be advertised fourteen (14) days before the fixed date for holding a general meeting of SLST.
- c) Any member of SLST may attend but, apart from those persons specified in Rule 9.1, shall have not voting rights.
- d) The business of Council general meetings shall be:
 - i) Apologies and Alternates
 - ii) Confirmation of Previous Minutes
 - iii) Business Arising out of Minutes
 - iv) Items of Business
 - v) Motions of which due notice has been given
 - vi) General Business
- e) The minutes of a General Meeting shall be confirmed at the subsequent meeting of the Council and copies of the minutes shall be forwarded to Councillors, Clubs, and other state associations and SLSA.

REGULATION 3.3 SPECIAL GENERAL MEETINGS

- a) SLST may convene a Special General Meeting at any time, upon the resolution at a Council or Board Meeting, by direction of the President or on the written acquisition of at least two (2) Councillors.
- b) A requisition for a Special General Meeting must state the objects of the meeting; is to be signed by the requisitionists; is to be delivered to the office of SLST.
- c) If SLST does not cause the Special General Meeting to be held within 21 days from the day on which the requisition is received at the office of SLST, the requisitionists may convene a meeting within three (3) months from the day of the delivery of the requisition.
- d) A Special General Meeting convened by requisitionists is to be convened in the same manner as nearly as possible as meetings convened by SLST.

REGULATION 3.4 BOARD MEETINGS

- a) The Board Meetings are to be held as per Rule 18.2.
- b) Issues relating to constitutional change shall be referred to the Council.

- c) Special Meetings of the Board may be summoned by resolution of the Board itself, the Chairman, or on the written requisition of four (4) Directors.
- d) The minutes of the Board meetings shall be confirmed at the subsequent Board meeting and copies of the minutes shall be distributed to Directors, Councillors, State Officers, Advisors, Clubs, other state associations and SLSA.

SECTION 4: DUTIES OF DIRECTORS AND STATE OFFICERS

REGULATION 4.1 DIRECTORS' AND STATE OFFICERS' DUTIES

a) **President**

The President shall be a Director and shall be the nominal head of SLST and shall be a member ex-officio of all Committees with the exception of the Selection Committee. He shall be the Director and representative on the Australian Council (subject to Rule 17)

b) **Deputy President**

The Deputy President shall be a Director, shall assist the President, and shall deputise for him in his absence. The Deputy President shall also carry out other special assignments as directed by the President or the Board.

c) **Finance Director**

The Finance Director shall:

- i) be Chairman of the Audit, Finance and Compliance Committee;
- ii) be responsible to the Board for the overall control and operation of the Audit, Finance and Compliance Committee.
- iii) work in conjunction with the General Manager and SLST staff who will attend to all minutes of meetings, routine matters and correspondence.

d) **Directors**

Directors (including Independent Directors) shall:

- i) contribute to all matters being considered by the Board;
- ii) provide advice on matters for which they have specific knowledge, skills and experience;
- iii) carry out specific projects for and on behalf of the Board from time to time;
- iv) work in conjunction with the General Manager or nominated staff who will attend to any administrative support required;
- v) accept honorary membership of SLST if not a member of a club.

e) **State Life Saving Officer**

The State Life Saving Officer shall:

- i) be Chairman of the State Life Saving Committee;
- ii) be a current member of a Surf Life Saving Club within Tasmania;
- iii) be the holder of a current SLSA Assessor Certificate;
- iv) direct, through the Clubs, life saving activities and services throughout the State;
- v) receive through the Area Managers regular reports of the activities associated with lifesaving services in each region;
- vi) regularly submit reports and recommendations regarding matters within the scope of the Life Saving Committee;
- vii) convene conferences and seminars dealing with practical life saving matters;
- viii) in conjunction with his Club Officers, appoint members for duties and special duties associated with life saving operations;

- ix) work in conjunction with a nominated SLST staff member who will attend to all minutes of meetings, routine matters and correspondence.

f) **State Surf Sports Officer**

The State Surf Sports Officer shall:

- i) be Chairman of the State Surf Sports Committee;
- ii) be a current member of a Surf Life Saving Club within Tasmania;
- iii) be an accredited SLSA competition official and/or coach;
- iv) direct, through the Clubs, Surf Sports activities and programs throughout the State;
- v) receive through the Club Officers and Advisors regular reports of the activities associated with surf sports in each region;
- vi) regularly submit, reports and recommendations within the scope of the Surf Sports Committee;
- vii) convene conferences, coaching seminars and clinics dealing with competition;
- viii) prepare an annual calendar of surf sports events each year based on State and Club submissions;
- ix) appoint officials for events, from lists of accredited officials, where SLST responsibility and involvement occurs;
- x) investigate and report on any special events applications referred to by the Board with, if necessary recommendations concerned with the running of the event;
- xi) work in conjunction with a nominated SLST staff member who will attend to all minutes of meetings, routine matters and correspondence;
- xii) be responsible for the preparation of programs for State events and to conform to the requirements of the Competition Manual.

g) **State Member Services Officer**

The State Member Services Officer shall:

- i) be Chairman of the State Member Services Committee;
- ii) be a current member of a Surf Life Saving Club within Tasmania;
- iii) have a good general knowledge of youth, personal development and leadership issues;
- iv) oversee the development and delivery of member development programs, activities, camps etc;
- v) oversee membership development programs such as recruitment, retention, trends analysis etc;
- vi) be responsible for the overall control and operation of the State Member Services Committee;
- vii) work in conjunction with a nominated SLST staff member who will attend to all minutes of meetings, routine matters and correspondence.

h) **State Life Saving Support Services Officer**

The State Life Saving Support Services Officer shall-

- i) be Chairman of the Life Saving Support Services Panel;
- ii) be a current member of a Surf Life Saving Club within Tasmania;
- iii) have a good general knowledge of the SLSA, in particular SLST, particularly relating to lifesaving and emergency services;
- iv) attend meetings of related Committees, Groups and Panels pertaining to lifesaving support service units, when required;

- v) be responsible for the development of guidelines on the co-ordination of all lifesaving support service units;
- vi) attend conferences where rescue service units and applicable equipment hold the major share of the agenda and will be discussed;
- vii) assist in the development and management of all programs, planning, etc., for lifesaving support services;
- viii) monitor the day-to-day operation of all lifesaving support service units;
- ix) in conjunction with other State Officers and Advisors, monitor the training and operational procedures and manual updates of all lifesaving support service units;
- x) in conjunction with the State Life Saving Committee maintain a lifesaving support services strategic plan;
- xi) sanction all activities for support services' craft for PR displays and promotional activities;
- xii) work in conjunction with a nominated State Centre staff member who will attend to all minutes of meetings, routine matters and correspondence;
- xiii) in consultation with lifesaving support services crews, recommend to the State Life Saving Committee the appointment of crew captains/chiefs, patrol captains, training officers, assessors and other specialist positions as required, and in accordance with Standard Operating Procedures for each of the lifesaving support services' units.

REGULATION 4.2 OTHER OFFICERS' DUTIES

- a) The Patron and Vice Patrons' duties shall be limited and the appointments will be made in consideration of a person holding public office or as a tribute to services rendered to SLST.
- b) Deputies may be appointed by the State Officers to assist each State Officer and shall deputise for him in his absence or on special assignment. Such appointments must be ratified by the respective Standing Committee.

REGULATION 4.3 ADVISORS' DUTIES

- a) **Athlete's Advisor** shall
 - i) be appointed by the Board on a recommendation of the State Surf Sports Committee;
 - ii) attend meetings of the State Surf Sports Committee when requested;
 - iii) liaise with the Club Officers, other relevant parties, and where necessary within the State, allocate projects for investigation and report;
 - iv) investigate and recommend to the State Surf Sports Committee proposed changes to swim and beach competitions;
 - v) provide reports to the State Surf Sports Committee meetings;
 - vi) be responsible to the State Surf Sports Officer;
 - vii) attend to all matters referred to him by the State Surf Sports Officer;
- b) **Coaching Advisor** shall
 - i) be appointed by the Board on a recommendation of the State Surf Sports Committee;
 - ii) hold a current SLSA Surf Coach Accreditation, and be responsible for overseeing and promoting the coaching programs initiated within the State;
 - iii) attend meetings of the State Surf Sports Committee when requested;

- iv) in consultation with the State Surf Sports Officer, appoint a panel of specialists drawn from members and representative of the various disciplines of competition; to form the State Coaching Advisory Panel;
 - v) chair regular meetings of the State Coaching Advisory Panel to arrange courses and programs of coaching, and update relevant resources and manuals;
 - vi) in consultation with SLST staff, organise and oversee Coaching Accreditation seminars throughout the State;
 - vii) attend to all matters referred to him by the State Surf Sports Officer;
 - viii) be responsible to, and prepare regular reports for, the State Surf Sports Officer on activities, and prepare and submit any Panel recommendations to the State Surf Sports Committee.
- c) **Communications Advisor** shall
- i) be appointed by the Board on the recommendation of the State Surf Life Saving Support Services Panel;
 - ii) be responsible to the State Life Saving Support Services Officer;
 - iii) attend meetings of the State Life Saving Committee and Life Saving Support Services Panel when requested;
 - iv) convene and Chair meetings of the Communications Panel;
 - v) hold a current SLSA Radio Assessor Certificate and be responsible for fostering high operational standards of the radio communications network within Tasmania and all radio equipment owned by SLST;
 - vi) supervise the establishment and operation of lifesaving communications systems;
 - vii) attend to appropriate licensing matters with the appropriate authorities, and maintain a register of such licenses at SLST;
 - viii) investigate improved communication equipment and/or systems;
 - ix) arrange seminars and training programs and prepare circulars for the guidance of radio/communications operators;
 - x) co-ordinate relevant examinations in line with SLSA's training manual and protocols;
 - xi) attend to all matters referred to him by the State Life Saving Support Services Officer
- d) **Education Advisor** shall
- i) be appointed by the Board on a recommendation of the State Life Saving Committee;
 - ii) be the holder of a current SLSA Assessor Certificate;
 - iii) have the necessary skills and experience in teaching activities, and be responsible for a program of activity concerned with education, the members and the community at large on all matters of practical life saving and surf safety;
 - iv) attend meetings of the State Life Saving Committee when requested;
 - v) recommend action in specific areas of concern that require the preparation and promulgation of material, and shall attend the State Life Saving Committee meetings applicable thereto;
 - vi) initiate the conduct of conferences and assist with the preparation of agendas, supply of lecturers and set formats for other meetings where education forms a major portion of the objective;
 - vii) liaise with Officers holding similar positions at National and State levels;
 - viii) supervise through a small committee representative of the Clubs and other education experts, the establishment and operation of Club educational programs;

- ix) attend to all matters referred to him by the State Life Saving Officer.
- e) **First Aid Advisor** shall
- i) be appointed by the Board on a recommendation from the State Life Saving Committee;
 - ii) be responsible to the State Life Saving Officer;
 - iii) attend meetings of the State Life Saving Committee when requested;
 - iv) hold a current SLSA First Aid Assessor Certificate or equivalent and be responsible for fostering high standards of First Aid treatment within the State
 - v) liaise with other accredited First Aid organisations, e.g. St. John Ambulance, Red Cross;
 - vi) update medical lists and supervise, by regular inspections, Club First Aid Rooms;
 - vii) arrange, where possible, to hold training courses to certificate examination standards within the Clubs;
 - viii) co-ordinate the running of competitions to improve techniques and be responsible for the organisation associated with same;
 - ix) assist the Medical Advisory Panel with any revision of the First Aid Chapter in the Manual and update the SLST "Guide to First Aid Officers" when necessary;
 - x) attend to all matters referred to him by the State Life Saving Officer;
- f) **Gear and Equipment Advisor (Surf Sports)** shall
- i) be appointed by the Board on a recommendation from the State Surf Sports Committee;
 - ii) be responsible for all surf sports gear and equipment belonging to SLST and shall supervise its maintenance and maintain a register for records and loan details;
 - iii) attend meetings of the State Surf Sports Committee when requested;
 - iv) co-ordinate the supply and return of equipment required by SLST for any SLST run carnival;
 - v) store equipment so that deterioration shall not occur and unauthorised access is not available;
 - vi) arrange for the repair and/or purchase of gear and equipment when directed;
 - vii) attend to all matters referred to him by the State Surf Sports Officer;
 - viii) be responsible to the State Surf Sports Officer.
- g) **Grievance Advisor** shall
- i) be appointed by the Board on a recommendation submitted by the State Member Services Committee;
 - ii) attend to all matters referred to him by the General Manager;
 - iii) attend meetings of the State Member Services Committee when requested;
 - iv) determine, in consultation with the General Manager (or his nominee) matters relating to grievances, harassment, equity and the like;
 - v) as soon as practicable after receiving a reference, meet with, or discuss the issue with the aggrieved party/parties, and take whatever steps and conduct whatever investigations are necessary to determine if the grievance is legitimate, including a requirement of members to provide a statement of report;
 - vi) take all reasonable steps to resolve any grievance by way of mediation or otherwise;
 - vii) if appropriate, refer it any such grievance to the Club President who must then action the grievance within a reasonable time but no longer than three (3) months;

- viii) if the grievance is determined to be not legitimate, advise the aggrieved party/parties accordingly;
 - ix) if unable to resolve a grievance or the grievance is considered to be of a very serious nature, he shall report the grievance to the General Manager for action. If the grievance is against the General Manager he shall report it to the President;
 - x) keep all information surrounding the circumstances of a grievance confidential, and communicate such information only to the General Manager and/or Appointee, and/or an appropriate enforcement body following a written authority from the General Manager.
- h) **Historian** shall
- i) be appointed by the Board on a recommendation submitted by the General Manager;
 - ii) be a recognised historian, preferably with formal qualifications;
 - iii) be responsible for matters relating to the collection, conservation, management and recording of the history of Surf Life Saving Tasmania Inc;
 - iv) oversee the preservation and management of the SLST archives;
 - v) oversee the production and publication of the SLST history;
 - vi) assist and advise the General Manager on matters relating to the history of SLST.
- i) **Junior Life Saving Advisor** shall
- i) be appointed by the Board on a recommendation submitted by the State Life Saving Committee;
 - ii) be the holder of a current SLSA Assessor Certificate and/or Age Manager Accreditation;
 - iii) attend meetings of the State Life Saving Committee when requested;
 - iv) be responsible for the preparation of material for Life Saving meetings, the instruction and assessment of candidates for awards, water safety, and the standards required for teaching lifesaving skills relative to junior activities;
 - v) attend to all matters referred to him by the State Life Saving Officer;
 - vi) submit regular reports and recommendations to the State Life Saving Committee meetings and where required to the State Member Services Committee;
 - vii) liaise closely with his Club counterparts;
 - viii) be responsible to the State Life Saving Officer.
- j) **Junior Surf Sports Advisor** shall
- i) be appointed by the Board on a recommendation from the State Surf Sports Committee;
 - ii) be the holder of a current SLSA Officials and/or SLSA Coaching Accreditation;
 - iii) attend meetings of the State Surf Sports Committee when requested;
 - iv) submit regular reports and recommendations to the State Surf Sports Committee meetings;
 - v) be responsible for the preparation of material relative to junior Surf Sports;
 - vi) be a member of the organising committee of State-run Junior Carnivals;
 - vii) in consultation with the State Coaching Officer and staff, maintain training and coaching standards and the teaching of competition skills;
 - viii) liaise closely with his Club counterparts;
 - ix) attend to all matters referred to him by the State Surf Sports Officer;
 - x) be responsible to the State Surf Sports Officer.

- k) **Legal Advisor** shall
- i) be appointed by the Board on a recommendation submitted by the General Manager;
 - ii) be a qualified Solicitor or Barrister, or be eligible to be admitted as a Solicitor or Barrister in Tasmania;
 - iii) attend to legal matters relating to SLST as determined by the Board or General Manager;
 - iv) submit opinions on constitutional items requiring legal interpretations;
 - v) prepare legal documents, submissions etc on the request of the Board or General Manager;
 - vi) review legal documents, contracts, etc., as required by the General Manager.
- l) **Medical Advisor** shall
- i) be appointed by the Board on a recommendation submitted by the State Life Saving Committee;
 - ii) act as Chairman of the Medical Advisory Panel;
 - iii) attend meetings of the State Life Saving Committee when requested;
 - iv) communicate through the General Manager or his nominee on all matters of medical policy;
 - v) discuss, draft and submit recommendations to the State Life Saving Officer and/or Surf Sports Officer and other appropriate Officers, Advisors, etc., regarding the teaching and application of resuscitation techniques and equipment, members' health and fitness, competition, lifesaving techniques and equipment, and other medical matters through the Chief General Manager or his nominee(s);
 - vi) in conjunction with the First Aid Advisor guide SLST in First Aid treatment, equipment and facilities;
 - vii) assist in the revision of the Resuscitation and First Aid manuals, education and training resources and publications and make recommendations when required by SLSA;
 - viii) act as SLST's advisor for community resuscitation teaching programs;
 - ix) advise on the teaching, training and examination of members in advanced resuscitation and first aid techniques;
 - x) represent SLST on relevant national committees.
- m) **Mobile Services Advisor** shall
- i) be appointed by the Board on a recommendation submitted by the State Life Saving Committee;
 - ii) hold a current SLSA IRB Assessor Certificate and Open Drivers Licence;
 - iii) attend meetings of the State Life Saving Committee when requested;
 - iv) provide advice on all IRB, ATV and 4WD matters;
 - v) supervise IRB, ATV and 4WD operations, standards and training within the State;
 - vi) attend to licensing and registration matters relevant to IRB's and ATV's, operators and equipment;
 - vii) maintain a register of all IRB's and ATV's including type, registration number and ownership;
 - viii) monitor the serviceability, operations and techniques associated with IRB's, ATV's and 4WD's, and advise on these matters as required;
 - ix) organise seminars and training programs to lift the standard of mobile services operations in accordance with SLSA's Training Manuals;

- x) co-ordinate relevant examinations in line with the Association's training manual;
 - xi) be a consultant on new mobile services equipment and any failures in manufacture or maintenance;
 - xii) attend to all matters referred to him by State Life Saving Officer;
 - xiii) be responsible to the State Life Saving Officer.
- n) **Officials Advisor** shall
- i) be appointed by the Board on a recommendation of the State Surf Sports Committee;
 - ii) hold a current SLSA Surf Officials Accreditation;
 - iii) in consultation with the State Surf Sports Officer, appoint a panel of specialists drawn from members and representative of the various disciplines of competition to form the State Officials Advisory Panel (SOAP);
 - iv) chair regular meetings of the State Officials Advisory Panel (SOAP);
 - v) oversee the delivery of courses and programs relating to officiating and the update of relevant resources and manuals;
 - vi) in consultation with SLST staff, organise and oversee Officials Accreditation seminars throughout the State;
 - vii) attend to all matters referred to him by the State Surf Sports Officer;
 - viii) submit any Panel (SOAP) recommendations to the State Surf Sports Committee;
 - ix) attend meetings of the State Surf Sports Committee when requested;
 - x) submit reports and recommendations to the State Surf Sports Committee.
- o) **Patrol Advisor** shall
- i) be appointed by the Board on a recommendation from the State Life Saving Committee;
 - ii) be responsible to the State Life Saving Officer;
 - iii) be the holder of a current SLSA Assessor Certificate;
 - iv) attend meetings of the State Life Saving Committee when requested;
 - v) be responsible to for all matters connected with the standard of the patrols of all Clubs;
 - vi) ensure that all affiliated clubs comply with all matters agreed to in their annual patrol contract;
 - vii) be responsible for the conduct of all patrol assessments in conjunction with the appointed patrol inspectors;
 - viii) in conjunction with the State Life Saving Officer be responsible for the format of patrol assessments and the preparation of all the relevant forms and questions connected with patrol assessments;
 - ix) one month prior to the commencement of each patrol season circulate to all affiliated clubs the details of the patrol inspection for the forthcoming patrol season;
 - x) within 48 hours of being advised of any major patrol breaches advise the State Life Saving Officer the details of any such breaches;
 - xi) submit monthly reports to the State Life Saving Officer during the patrol season regarding matters within the scope of his/her responsibilities;
 - xii) assist club patrol officers in maintaining patrols up to the standard required by SLST
- p) **Patrol Assessors** shall

- i) be appointed by the Board on a recommendation from the State Life Saving Committee;
 - ii) be responsible to the Patrol Advisor;
 - iii) be the holder of a current SLSA Assessor Certificate;
 - iv) attend meetings of the State Life Saving Committee when requested;
 - v) be responsible to the state Patrol Officer for the conduct of regulation state patrol assessments as and when required;
 - vi) at the conclusion of an assessment, explain mistakes the patrol may have made, and offer advice and suggestions on ways they may improve their patrol procedures and methods;
 - vii) as soon as practicable after a patrol assessment has been completed, forward all the necessary forms to the Patrol Advisor;
 - viii) report any major breaches of a club's patrol contract to the Patrol Advisor within 48 hours of discovering same.
- q) **State Team Chaperone** shall
- i) be appointed by the Board on a recommendation of State Surf Sports Committee, for mixed gender teams representing SLST;
 - ii) when involved with a team incorporating minors, has fulfilled the requirements of the SLST screening policy;
 - iii) comply with and promote SLST's Codes of Conduct;
 - iv) provide assistance and support to team members;
 - v) assist the Team Manager as requested;
 - vi) submit a report on the team's conduct to the Team Manager within 30 days after the competition event.
- r) **State Team Coach** shall
- i) be appointed by the Board on a recommendation of the State Surf Sports Committee, for teams representing SLST;
 - ii) be the holder of a current Surf Coach Accreditation Certificate;
 - iii) be responsible for enhancing the performance of the team and individuals within the team;
 - iv) organize and conduct pre-competition training sessions;
 - v) provide advice to the State Team Selectors;
 - vi) when involved with a team incorporating minors, has fulfilled the requirements of the SLST screening policy;
 - vii) submit a report on the team's performance to the Team Manager within 30 days after the competition event.
- s) **State Team Manager** shall
- i) be appointed by the Board on a recommendation submitted by the State Surf Sports Committee;
 - ii) prior to team selection, prepare and present to the State Surf Sports Officer a budget covering all financial matters associated with the State Team;
 - iii) be responsible for the outfitting and funding of the State Team in excess of provisions made by the SLST;
 - iv) submit progress reports to the State Surf Sports Committee regularly, and a final report on team member performances and results;
 - v) be responsible for the assembly (after selection), transport, accommodation and general behaviour of the team;

- vi) when involved with a team incorporating minors, has fulfilled the requirements of the SLST screening policy;
 - vii) submit a report and financial statement with receipts and invoices within thirty (30) days after the competition date.
- t) **Surf Boat Advisor** shall
- i) be appointed by the Board on a recommendation submitted by the State Surf Sports Committee;
 - ii) attend meetings of the State Surf Sports Committee when requested;
 - iii) be responsible for advising the State Surf Sports Officer on all matters associated with the manufacture, specification and performance of surf boats;
 - iv) liaise with the Club Officers, other relevant parties, and where necessary within the State, allocate projects for investigation and report;
 - v) investigate and recommend to the State Surf Sports Committee proposed changes to surf boat competitions;
 - vi) be responsible for boat scrutineering at State-run carnivals and State Championships;
 - vii) provide reports to the State Surf Sports Committee meetings;
 - viii) be responsible to the State Surf Sports Officer;
 - ix) attend to all matters referred to him by the State Surf Sports Officer;
- u) **Surf Craft Advisor** shall
- i) be appointed by the Board on a recommendation submitted by the State Surf Sports Committee;
 - ii) attend meetings of the State Surf Sports Committee when requested;
 - iii) be responsible for advising the State Surf Sports Officer on all matters associated with the manufacture, specification and performance of surf boards and skis;
 - iv) investigate and recommend to the State Surf Sports Committee proposed changes to surf board and ski competitions;
 - v) liaise with the Club Officers, other relevant parties, and where necessary within the State, allocate projects for investigation and report;
 - vi) investigate and recommend to the State Surf Sports Committee proposed changes to surf board and ski competitions;
 - vii) be responsible for surf board and ski scrutineering at State-run carnivals and State Championships;
 - viii) provide reports to the State Surf Sports Committee meetings;
 - ix) be responsible to the State Surf Sports Officer;
 - x) attend to all matters referred to him by the State Surf Sports Officer;
- v) **Volunteer Advisor** shall
- i) be appointed by the Board from a recommendation submitted by the State Member Services Committee;
 - ii) oversee SLST's volunteer recognition programs aimed to raise the enjoyment and satisfaction of volunteers involved in Surf Live Saving activities;
 - iii) provide advice to Staff, Officers, Advisors and Panel Chairmen on ways to ensure staff and volunteers are recognised and satisfied within SLST's different areas of operations;
 - iv) assist and advise Officers, Advisors, staff, etc. to identify, recruit and induct new volunteer officers, committee members, etc;

- v) co-ordinate the development, review and updating of formal 'job descriptions/duties' for all SLST voluntary positions;
- vi) provide advice on the development and coordination of personal development programs and resources which will assist volunteer performance and satisfaction;
- vii) carry out research into volunteer satisfaction and performance levels, and provide appropriate recommendations;
- viii) submit reports to the State Member Services Committee meetings;
- ix) be a member of the State Member Services Committee;
- x) be responsible to the State Member Services Officer.

SECTION 5: STAFF AND EMPLOYEES

REGULATION 5.1 STAFF

The Board pursuant to Rule 16 may appoint:

- a) A General Manager who shall be subject to the provisions of the Rules and Regulations, and to the directions from time to time of the Board and the President.
- b) The General Manager shall:
 - i) be employed by the Board;
 - ii) act as Secretary and Public Officer of SLST;
 - iii) administer and manage SLST in accordance with the Rules and Regulations;
 - iv) be responsible to the Board on matters of policy, and shall report to each meeting of the Board on activities of SLST subsequent to the previous meeting;
 - v) attend all Council and Board meetings;
 - vi) cause the preparation and issue of notices of meetings and agendas for all meetings of the Board and Council;
 - vii) subject to the Rules and Regulations, perform all such things as appear necessary or desirable for the proper management and administration of SLST;
 - viii) employ such personnel as are deemed necessary from time to time, and such appointments shall be for such period and on such conditions as the General Manager determines.
- c) Other Staff who shall act under the discretion of the General Manager, subject to the provisions of this Constitution and Regulations and in accordance with Rule 16.
- d) Such other staff shall:
 - i) act as assistants to the General Manager and deputise him on specific occasions;
 - ii) provide administrative support and assistance to State Officers, Advisors and Committees;
 - iii) be aware of the overall responsibilities of SLST and see that its Rules and Regulations, policies and procedures, and authority are completely complied with.

REGULATION 5.2 EMPLOYEES

The Board pursuant to Rule 16.4 and in conjunction with the General Manager as provided for in Regulation 5.1(a) shall monitor and endorse the employment or dismissal of full-time, part-time or casual employees or other paid assistance eg. consultants.

SECTION 6: COMMITTEES

REGULATION 6.1 GENERAL

- a) Composition and membership shall be as prescribed in the respective Regulations.

- b) Membership may be drawn from SLST Individual Members and/or other members of SLSA, unless otherwise stated in the Rules and Regulations.
- c) Expressions of Interest may be called upon from members interested in being appointed to committees, panels or task forces, as and when required.
- d) A member appointed to a Committee shall retain his appointment only while he retains his membership of SLST or SLSA: provided that the Board may, at its discretion, remove any member from membership of a Committee.
- e) In the event of the absence of the Chairman from any meeting the meeting shall appoint one of its members to act during such absence.
- f) It shall be the duty of the General Manager or appointed staff to refer for consideration and recommendation all matters as properly relate to the jurisdiction of each Committee.
- g) In the event of any matter coming within the jurisdiction of two or more Committees, the General Manager will advise such Committees to jointly consider and report and/or recommend to the Board thereon.
- h) Unless specified otherwise in these Regulations, a quorum for a meeting of a Committee shall be a majority of the voting members thereof.
- i) A Committee may, at its discretion, co-opt the services of any member of SLSA or other person to assist in its deliberations, but such co-opted members or persons shall have no voting rights.
- j) Reports and recommendations of the Committees shall be presented in writing to the General Manager.

REGULATION 6.2 AUTHORITY OF STANDING COMMITTEES

The authority of the Standing Committees of SLST, as established under Rule 9.4, to activate their decisions shall be limited to the extent that following their meeting, the minutes shall be distributed to all Clubs, and should any more than three (3) Clubs challenge any resolution, by notice in writing to the General Manager, within thirty (30) days of the dispatch of the minutes then that resolution shall be referred to the next meeting of the Board for determination.

If a resolution is not challenged as provided it shall become binding and has effect as if it were a decision of the Board.

REGULATION 6.3 STATE LIFE SAVING COMMITTEE

- a) The Board at its June Meeting shall appoint a State Life Saving Committee, the members of which shall be current active members of a Club.
- b) The Committee shall be comprised of -
 - i) the State Life Saving Officer (Chairman);
 - ii) the State Life Saving Support Services Officer (or his proxy);
 - iii) the Directors/Officers of Life Saving from the Clubs (or their proxies);
 - iv) other Advisors (non-voting) as determined by the Committee or State Life Saving Officer;
 - v) General Manager or his nominee(s) (non-voting).
- c) Continued membership of the Committee shall depend on the following conditions and shall be subject to the Committee's or the State Life Saving Officer's endorsement
 - i) satisfactory attendance at meetings and functions arranged by the Committee;
 - ii) performance of the duties required by the Committee or the State Life Saving Officer;
 - iii) acceptance of appointment to sub-committees, panels, or groups detailed for specific tasks on behalf of the Committee.

- d) Meetings shall be held on a regular basis on dates as determined by the Committee or the Chairman and approved by the Board;
- e) Powers and duties of the Committee shall be
 - i) to develop, coordinate and implement policies, activities and programs related to lifesaving and specifically the relevant priorities in the SLST strategic plan;
 - ii) to disseminate lifesaving information and instruction and to unify and advance methods of lifesaving throughout the State; such instruction and methods shall be as set out in the Manuals of SLSA and Bulletins distributed by SLSA and/or SLST;
 - iii) to conduct schools of instruction, conferences and seminars at which all specified members of Committees (State and Club) shall be required to attend, and of which due notice shall be given;
 - iv) to conduct conferences, assemblies, seminars etc as approved by the Board to bring together members of the Committee and the relevant Club Officers for discussion and determination of major life saving issues;
 - v) to deal with matters referred to it from time to time by the Board or General Manager;
 - vi) to establish Special Purpose Panels or sub-committees under the control of appointed Chairmen/Advisors to deal with specific topics or projects;
 - vii) to report to the Board via the General Manager;

REGULATION 6.4 STATE SURF SPORTS COMMITTEE

- a) The Board at its June General Meeting shall appoint a State Surf Sports Committee, the members of which shall be current members of a Club.
- b) The Committee shall be comprised of -
 - i) the State Surf Sports Officer (Chairman);
 - ii) A Deputy State Surf Sports Officer who shall be selected from the chairmen of the Panels established under the authority of the State Surf Sports Committee;
 - iii) the Directors/Officers of Surf Sports from the Clubs (or their proxies);
 - iv) Other Advisors (non-voting) as determined by the Committee or State Surf Sports Officer;
 - v) General Manager or his nominee(s) (non-voting).
- c) Continued membership of the Committee shall depend on the following points and shall be subject to the Committee's or State Surf Sports Officer's endorsement
 - i) satisfactory attendance at meetings and functions arranged by the Committee;
 - ii) performance of the duties required by the Committee or the State Surf Sports Officer;
 - iii) acceptance of appointment to sub-committees/panels or groups detailed for specific tasks on behalf of the Committee.
- d) Meetings shall be held on a regular basis on dates as determined by the Committee or the Chairman and approved by the Board;
- e) Powers and duties of the Board shall be
 - i) to develop, coordinate and implement policies, activities and programs, related to surf sports and specifically the relevant priorities in the SLST strategic plan;
 - ii) to disseminate surf sports information and to unify and advance surf sports programs and procedures throughout Tasmania as set out in the SLSA Competition Manual and relevant SLSA and Tasmanian Bulletins issued from time to time;
 - iii) to conduct schools of instruction, conferences and seminars;

- iv) to conduct Coaching and Officials Accreditation Courses and Competitors Clinics as required or requested;
- v) on a regular basis to critically analyse competition policies and procedures generally to improve the management and conduct of competitions;
- vi) to deal with matters referred to the Committee by the Clubs, Board or General Manager;
- vii) to investigate and make decisions on all applications for special events and sporting events outside the Competition Manual;
- viii) to conduct assemblies of officials and competitors to present a more open face approach to competition, competitors and qualifications;
- ix) to determine a calendar of programs and events each year based on Club submissions, and to better service the total membership and the public and to submit the calendar to the Board for ratification;
- x) to provide for a balance of competition and ability as it effects members of different age, gender and membership category;
- xi) to review regularly the types of competition events for Juniors including "fun activities" as an important part of Junior Activities;
- xii) to establish Special Purpose Panels or committees under the control of appointed Chairmen/Advisors to deal with specific topics or subjects;
- xiii) to determine the venues, dates and events for State Championship Carnivals;
- xiv) to appoint the Accredited Officials for all State controlled carnivals, competitions or special events;
- xv) to report to the Board via the General Manager.

REGULATION 6.5 STATE MEMBER SERVICES COMMITTEE

- a) The Board at its June Meeting shall appoint a State Member Services Committee.
- b) The Committee shall be comprised of:
 - i) the State Member Services Officer who shall be Chairman;
 - ii) Member Services Officers who are nominated by their respective Clubs, or their proxies, who shall hold membership of a Surf Life Saving Club and have an interest in leadership, development and member services activities;
 - iii) the State Volunteer Advisor (non-voting);
 - iv) the State Grievance Advisor (non-voting);
 - v) the State Junior Life Saving Advisor (non-voting);
 - vi) other (non-voting) Advisors or personnel with special expertise co-opted from time to time for specific projects as required and recommended by the State Member Services Officer;
 - vii) General Manager or his nominee(s) (non-voting);
 - viii) a deputy for the Member Services Officer may be appointed by the Committee from amongst the members of the Committee.
- c) Continued Membership of the Committee shall depend on the following points and shall be subject to the Committee Chairman's recommendations, based upon:
 - i) satisfactory attendance at meetings or functions arranged by the Committee;
 - ii) performance of the duties required by the Committee or its Chairperson;
 - iii) acceptance of appointment to panels, sub-committees or groups detailed for specific tasks on behalf of the Committee.

- d) Meetings of the Committee shall be held on a regular basis on dates determined by the Committee or the Chairman, and approved by the Board;
- e) Powers and duties of the Committee shall be
 - i) to develop, coordinate and implement activities and programs related to member services and specifically relevant priorities in the SLST strategic plan;
 - ii) to enhance membership recruitment and retention and transition through the various age levels and functions within Surf Life Saving;
 - iii) to develop, conduct and co-ordinate personal developmental activities including leadership training and associated programs, policies, resources etc. for all membership levels and categories;
 - iv) to pursue issues and activities of benefit to youth within Surf Life Saving;
 - v) to foster recognition of the important role youth plays within Surf Life Saving and the community generally;
 - vi) on a regular basis, critically analyse membership levels and trends and leadership development policies and programs;
 - vii) to deal with matters referred to the Committee by other Committees, the Board or General Manager;
 - viii) to conduct regular assemblies of members involved in membership and youth development programs to discuss matters relevant to the betterment of leadership development;
 - ix) to establish Special Purpose Panels or sub-committees, if required, to carry out special tasks or projects from time to time;
 - x) report to the Board via the General Manager.

REGULATION 6.6 AUDIT, FINANCE AND COMPLIANCE COMMITTEE

- a) The Board at its June Meeting shall appoint from an Audit, Finance & Compliance Committee from a recommendation submitted by the Finance Director and the General Manager.
- b) The Committee shall be comprised of people with very sound financial management skills and experience, including:-
 - i) A Chairman who shall be the Finance Director;
 - ii) One (1) member of an affiliated Club
 - iii) One (1) independent member;
 - iv) General Manager or his nominee(s) (non-voting);
 - v) A representative of SLST's appointed auditors shall also be invited and eligible to attend meetings in an ex-officio, non-voting capacity.
- c) Objectives

The objectives of the Committee shall be to

 - i) assist the Board in fulfilling its responsibilities relating to SLST's accounting and reporting practices and operating activities;
 - ii) make recommendations to the Board on the adequacy of the SLST accounting, administrative, and operating controls;
 - iii) maintain, by scheduling regular meetings, open lines of communications among members of the Committee and the external auditors to exchange information and views, as well as confirm their respective authority and responsibilities;
 - iv) maintain open lines of communication with SLST staff to facilitate reporting and operational efficiencies;

- v) oversee and appraise the quality and cost of audits conducted by the external auditors; and
 - vi) serve as an independent party to review the financial information presented by Management to the Board.
- d) Duties and Responsibilities
- The duties and responsibilities of the Committee shall be to:-
- i) consider any matters relating to the operation and activities of SLST and to the role of external and internal audits that it deems to be desirable;
 - ii) examine any other matters referred to it by the Board;
 - iii) monitor, develop and recommend proper financial controls and policies by:
 - a) evaluating SLST's exposure to risk and fraud, and monitor the development and implementation of internal controls to contain such frauds and risks;
 - b) evaluating the adequacy and effectiveness of the SLST's accounting, administrative, information technology and operating policies through active communication with operating management, internal audit and external auditor;
 - c) evaluating the adequacy of the SLST's accounting and control systems and its information technology and operational controls and procedures, by reviewing written reports from the external and internal auditors, and monitor management's responses and actions to correct any noted deficiencies;
 - d) monitoring the standard of corporate conduct in areas such as arm's-length dealings and likely conflicts of interest;
 - e) reviewing the policies and procedures for ensuring that SLST complies with various forms of federal, state and local government legislation; and
 - f) taking an active interest in ethical considerations regarding the SLST's financial and operational policies and practices.
 - iv) review and make recommendations to the SLST Board on matters relating to financial reporting, including:-
 - a) all significant accounting policy changes;
 - b) the content of quarterly and half-yearly reports;
 - c) the content of the annual report; and
 - d) SLST's annual financial statements, including the auditor's report.
 - v) consider any matters concerning risk exposures relating to the operations and activities of SLST and affiliated entities that it deems desirable, including:
 - a) methods of identifying broad areas of risk and set parameters or guidelines for business risk reviews;
 - b) the potential effect of identified risks on the business;
 - c) methods of controlling identified risks taking care to correctly balance risk and control;
 - d) the disaster recovery contingency planning process;
 - e) the risk profile; and,
 - f) risk management plans for, and methods of financing, identified exposures.
 - vi) consider development and capital expenditure, capital raising, debt management and operation with particular emphasis on risk treatment strategies, products and levels of authority;
 - vii) review any regulatory reports presented to SLST and ensure management responds to them;

- viii) review policies relating to the corporate code of conduct, as well as procedures to ensure compliance;
 - ix) identify and direct any special projects or investigations deemed necessary; and,
 - x) develop, review and keep current the critical success factors and the key performance indicators which are central to quarterly reporting to the Board.
- e) Authority
- i) The Committee shall have no executive powers with regard to its findings and recommendations. These executive powers remain with the Board.
 - ii) The Audit, Finance & Compliance Committee has delegated authority to:
 - a) employ or retain independent experts;
 - b) agree to contract terms for external auditors;
 - c) establish and operate financial services arrangements; and
 - d) execute financial and legal transactions, provided that the transactions fall within an approved budgetary allocation or specific Board approval or policy.
 - iii) The Chairman of the Committee shall report the findings and recommendations of the Committee to the Board after each Committee meeting. The minutes of all Committee meetings shall be circulated to all members of the Board.
- f) Meetings
- i) The General Manager shall act as Secretary and be responsible, in conjunction with the Chairman, for drawing up the Agenda for each meeting which shall be circulated, at least one week prior to the meeting, to members of the Committee. The Secretary shall also be responsible for keeping the minutes of Committee meetings, and circulating them to Committee members, the Board and Management.
 - ii) The Committee shall hold four regular meetings each year and such additional meetings, as the Chairman shall determine in order to fulfil its duties.
 - iii) Meetings shall be held
 - a) at the planning stage of the external audit program;
 - b) before the meeting of the Board which approves the annual operational plan;
 - c) prior to the meeting of the Board which approves the annual report and accounts.
 - iv) A quorum shall consist of two (2) Committee members.
- g) Access
- The Committee shall have the authority to seek any information it requires from any Officer or employee of SLST or its associated bodies. The Committee is authorised to consult independent experts the expense of which is to be met by SLST out of its budget allocation, or invite them to join the Committee, for such advice, as it reasonably considers necessary to execute its duties and responsibilities.

REGULATION 6.7 CO-ORDINATION COMMITTEE

- a) The General Manager shall appoint a Co-Ordination Committee comprising himself as Chairman and other senior staff;
- b) Meetings of the Committee shall be held on a regular basis on dates determined by the General Manager;
- c) Powers and duties of the Committee shall be to assist the General Manager, as required, to:

- i) systemise the efficient and quality management and communication of the business of SLST through monitoring, evaluating and determining (within the limits of the General Manager's delegated authority) all activities and programs designed to meet the Board's and SLST's objectives;
- ii) operate within the SLST Rules, Regulations, policies and resolutions of the Board;
- iii) develop and manage the overall activities and growth of SLST;
- iv) progress and monitor overall strategic planning and quality management systems for SLST including forecasting, operational planning and resource needs;
- v) develop and implement in conjunction with the appropriate staff, State Officer/s, Advisors and Committees, plans and proposals for the continued progress of surf lifesaving including approaches to Government and the public and private sectors;
- vi) develop and implement, in conjunction with appropriate Officers, Committees and staff, quality administration systems and functions to maximise efficiencies and effectiveness;
- vii) present comprehensive, well researched and timely reports and recommendations to the Board;
- viii) prepare, monitor and control budgets and expenditures;
- ix) make recommendations or refer to the Board any policy matters outside the delegated authority of the General Manager;
- x) make recommendations to the Board on matters of strategy and budgets/finance;
- xi) attend to matters referred by the Board or other Committees;
- xii) report and be responsible to the Board, via the General Manager.

REGULATION 6.8 SPECIAL PURPOSE COMMITTEES, PANELS AND GROUPS

The following Committees and Panels may be appointed or confirmed as the case may be, by the Board annually at its June Meeting. Recommended appointments shall be submitted to the Board by the relevant Standing Committee's State Officer or General Manager as specified in these Regulations. The results of the proceedings either as Minutes, recommendations or decisions as the case may be, shall be submitted to their respective appointing body for processing and/or endorsement. Committees and Panels shall meet as required by the appointing body, or by request of the Panel Chairman.

- a) **Athletes Advisory Panel** shall
 - i) comprise the Manager Surf Sports (or his nominee) who shall act as Chairman, a minimum of three (3) male and three (3) female competitors/members, and an accredited coach appointed by the State Surf Sports Officer;
 - ii) seek the views of competitors through forums and other consultative mechanisms;
 - iii) consider matters of interest and relevance for competitors;
 - iv) consider matters referred to the Panel by the State Surf Sports Committee or the State Surf Sports Officer;
 - v) submit reports and recommendations to the State Surf Sports Committee;
 - vi) meet regularly as determined by the Chairman.
- b) **Communications Panel** shall
 - i) comprise the State Communications Advisor (Chairman), Club Radio Officers, , State Life Saving Support Services Officer and the Lifesaving & Education Officer (ex-officio);
 - ii) manage the operational activities of SLST's communication services in accordance with SLST's Standard Operating Procedures, Guidelines and Protocols as determined from time to time, within approved budgets;
 - iii) ensure the adequacy of SLST's communication training resources and programs;

- iv) oversee the development, monitoring and maintenance of training and operational standards of SLST's communication services;
 - v) coordinate the activities and standards of all training and assessing personnel;
 - vi) maintain appropriate policies and procedures for ensuring that SLST complies with Government (Federal, State and Local) and industry authorities' (eg, Australian Communications Authority) legislation;
 - vii) meet monthly or as otherwise determined by the Chairman or as directed by the State Life Saving Officer;
 - viii) submit reports and recommendations to the Life Saving Committee.
- c) **Judiciary Committee** shall
- i) be appointed by the Board at its June Meeting following a recommendation of personnel submitted by the General Manager;
 - ii) comprise a Chairman, a Secretary (who shall keep records of decisions), and at least three (3) others who may or may not be members of a Club;
 - iii) function in accordance with the Rules of Procedure of a Judiciary Committee, in accordance with Regulation 11;
 - iv) process matters referred to it in accordance with these Regulations.
- d) **Junior Sports Panel** shall
- i) comprise of the State Junior Surf Sports Advisor (Chairman), the Junior Directors/Officers of Surf Sports from Clubs (or their proxies) and the Surf Sports Manager or his nominee (non-voting) who shall act as Secretary;
 - ii) allow other advisors (non-voting), as determined by the Panel or State Surf Sports Officer, to attend;
 - iii) be responsible to the State Surf Sports Committee;
 - iv) seek the views of members, coaches, leaders and Clubs through forums and consultative mechanisms;
 - v) consider matters of interest and relevance for junior sport;
 - vi) consider matters referred to the Panel by the State Surf Sports Committee or Development & Surf Sports Officer;
 - vii) submit reports and recommendations to the State Surf Sports Committee;
 - viii) meet regularly as determined by the Chairman or as directed by the Development & Surf Sports Officer.
- e) **Life Members and Honours Panel** shall
- i) be appointed by the Board at its June meeting from a recommendation submitted by the President;
 - ii) comprise the President (Chairman) and at least four (4) Life Members of SLST appointed by the Board. Such Life Members to come from at least two (2) different Clubs;
 - iii) be responsible to the Board and Council;
 - iv) review nominations for Life Membership and make recommendations to the Council to assist their considerations of Life Membership nominees;
 - v) meet or engage in teleconferences as required by the President to research, determine recommendations, nominations and/or applications for awards;
 - vi) nominate to the appropriate authorities SLSA members considered by the committee to be eligible for civil, civic, sporting, community and other honour awards;
 - vii) receive administrative assistance from the General Manager or his nominee.

f) **Lifesaving Education Panel**

- i) The State Life Saving Committee shall appoint a State Life Saving Education Panel, from a recommendation of the State Life Saving Education Advisor.
- ii) The Panel shall be comprised of:
 - a) the State Life Saving Education Advisor who shall be Chairman;
 - b) Club Chief Training Officers;
 - c) the State Junior Lifesaving Advisor;
 - d) other Advisors or specialist officers;
 - e) Trainers & Assessors;
 - f) the State Life Saving Officer (ex-officio);
 - g) the Lifesaving & Education Officer or his nominee (non-voting) who shall be Secretary.
- iii) Continued membership of the Panel shall depend on the following points, and shall be subject to the Panel's or the State Education Advisor's recommendations:
 - a) satisfactory attendance at meetings and functions arranged by the Panel;
 - b) performance of the duties required by the Panel or the Education Advisor;
 - c) acceptance of appointment to sub-committees or groups detailed for specific tasks on behalf of the Panel or State Life Saving Committee;
- iv) Meetings of the Panel shall be held on a regular basis, on dates as determined by the Panel or the Chairman, at least four times per year;
- v) Powers and duties of the Panel shall be to:
 - a) develop, coordinate and implement activities and programs related to lifesaving, education and training and specifically relevant priorities in the SLST strategic plan;
 - b) develop and monitor the Life Saving Education & Training plan;
 - c) ensure the adequacy of SLST community education and training resources and programs;
 - d) provide advice and recommendations on matters of policy to the State Life Saving Committee;
 - e) ensure the activities and standards of all SLST Trainers and Assessors meet SLSA and industry standards;
 - f) liaise closely with the State Life Saving Committee on matters relating to lifesaver qualifications, training and education systems, standards and services;
 - g) provide minutes, reports and recommendations to the State Life Saving Committee on all meetings, investigations and projects;
 - h) facilitate schools of instruction, conferences and seminars;
 - i) deal with matters referred to it from time to time by the State Life Saving Committee;
 - j) report to and make recommendations on policy matters to the State Life Saving Committee.

g) **Life Saving Patrol Services Panel**

- i) The State Life Saving Committee shall appoint a State Life Saving Patrol Services Panel, from a recommendation of the State Life Saving Officer;
- ii) The Panel shall be comprised of :
 - a) the State Life Saving Officer (or his nominee) who shall be Chairman;

- b) Club Patrol Captains or authorised officer;
 - c) the State Life Saving Support Services Officer;
 - d) the Lifesaving & Education Officer or his nominee (non-voting) who shall act as secretary.
- iii) Continued membership of the Panel shall depend on the following points, and shall be subject to the Panel's or the State Life Saving Lifesaving Officer's recommendations –
- a) satisfactory attendance at meetings and functions arranged by the Panel;
 - b) performance of the duties required by the Panel or the State Life Saving Officer;
 - c) acceptance of appointment to sub-committees or groups detailed for specific tasks on behalf of the Panel or Life Saving Committee.
- iv) Meetings of the Panel shall be held on a regular basis, on dates as determined by the Panel or the Chairman, and approved by the State Life Saving Committee.
- v) Powers and duties of the Panel shall be:
- a) to develop, coordinate and implement activities and programs related to lifesaving patrol services and specifically relevant priorities in the SLST strategic plan;
 - b) develop and monitor lifesaving patrol services programs in relation to planning, structure and operations of current and future services;
 - c) ensure the smooth coordinated and efficient operations of lifesaving patrol services (paid and un-paid);
 - d) provide advice and recommendations on matters of policy to the State Life Saving Committee;
 - e) coordinate and monitor the research and development of improved lifesaving services, techniques and apparatus;
 - f) liaise closely with the State Life Saving Committee and other relevant Panels and Advisors on matters relating to lifesaver qualifications, systems, standards and services;
 - g) provide minutes, reports and recommendations to the State Life Saving Committee on all meetings, investigations and projects;
 - h) liaise with the State Lifesaving Education Panel to convene workshops and seminars relating to lifesaving patrol services and be responsible for the issuing of reports from such workshops;
 - i) deal with matters referred to it from time to time by the State Life Saving Committee or State Life Saving Officer;
 - j) report to and make recommendations on policy matters to the State Life Saving Committee.
- h) **Life Saving Support Services Panel**
- i) The State Life Saving Committee shall appoint a State Life Saving Support Services Panel, from a recommendation of the State Life Saving Support Services Officer;
 - ii) The Panel shall be comprised of
 - a) the State Life Saving Support Services Officer who shall be Chairman;
 - b) Crew Chiefs/Captains, RWC Services, and other Support Services.
 - c) Advisors or Specialist Officers, i.e. – Mobile Services, Communications, RWC;
 - d) the State Life Saving Officer (ex-officio);

- e) the Life Saving & Education Officer or his nominee (non-voting) who shall act as Secretary
- iii) Continued membership of the Panel shall depend on the following points, and shall be subject to the Panel's or the State Life Saving Lifesaving Support Service Officer's recommendations -
 - a) satisfactory attendance at meetings and functions arranged by the Panel;
 - b) performance of the duties required by the Panel or the State Life Saving Support Services Officer;
 - c) acceptance of appointment to sub-committees or groups detailed for specific tasks on behalf of the Panel or Life Saving Committee.
- iv) Meetings of the Panel shall be held on a regular basis, on dates as determined by the Panel or the Chairman and approved by the State Life Saving Committee.
- v) Powers and duties of the Panel shall be:
 - a) to develop, coordinate and implement activities and programs related to lifesaving support services and specifically relevant priorities in the SLST strategic plan;
 - b) develop and monitor the Life Saving Support Services Strategic Plan;
 - c) ensure the smooth co-ordinated and efficient operations of Life Saving Support Services;
 - d) provide advice and recommendations on matters of policy to the State Life Saving Committee;
 - e) liaise closely with the State Life Saving Committee on matters relating to lifesaver qualifications, systems, standards and services;
 - f) provide minutes, reports and recommendations to the State Life Saving Committee on all meetings, investigations and projects;
 - g) facilitate schools of instruction, conferences and seminars;
 - h) deal with matters referred to it from time to time by the State Life Saving Committee or State Life Saving Officer;
 - i) report to and make recommendations on policy matters to the State Life Saving Committee.
- i) **Medical Advisory Panel** shall:-
 - i) be appointed by invitation from the State Life Saving Committee;
 - ii) be chaired by the State Medical Advisor;
 - iii) be comprised of:-
 - a) the State Medical Advisor
 - b) qualified medical personnel;
 - c) the State Life Saving Officer (who shall be a Liaison Officer to the State Life Saving Committee);
 - d) the Life Saving & Education Officer (non-voting) who shall act as Secretary.
 - iv) meet at least once per year or as directed by the State Life Saving Committee;
 - v) submit recommendations on the following matters to the appropriate Committee and/or Panel:
 - a) case histories and resuscitation reports;
 - b) techniques of resuscitation and training procedures;
 - c) medical contents of the manuals and teachings of SLSA;
 - d) lifesaver health, fitness and safety;

- e) community health and safety issues;
 - f) such other subjects as shall be referred by the State Life Saving Committee or State Surf Sports Committee from time to time.
- vi) perform the following duties -
- a) undertake and investigate projects on behalf of the National Medical Advisory Committee and the State Life Saving Committee or State Surf Sports Committee;
 - b) assist with the assessment of candidates for SLSA awards as prescribed by SLSA from time to time.
- j) **Meritorious Awards Selection Panel** shall
- i) be appointed by the Board at its June Meeting following a recommendation of the State Life Saving Committee;
 - ii) comprise a Chairman (State Life Saving Officer), the State Member Services Officer, and three (3) Councillors;
 - iii) select individuals, lifesavers, and/or groups for SLSA Meritorious Awards, select individual lifesavers and/or groups for other honours or awards of recognition for members, and individuals for educational tours;
 - iv) submit its recommendations to the Board for endorsement, and on-forwarding to SLSA, if necessary.
- k) **Rules Advisory Panel** shall
- i) be appointed by the Board at its June Meeting following a recommendation of the General Manager.
 - ii) comprise of a Chairman (General Manager), the Legal Advisor and other persons or staff co-opted by the Committee or Chairman from time-to-time for specific purposes or projects or advice.
 - iii) maintain the Rules and Regulations as a practical and current document, and shall:
 - iv) draft any amendments which may become necessary by statutory requirement, direction from SLSA, amendments to the SLSA Constitution and Manuals promulgated by SLSA, or requirements by SLST itself;
 - v) recommend and report on all matters affecting the Constitution and By-Laws to the Board;
 - vi) consider and endorse or otherwise the Constitution and By-Laws and amendments proposed to the respective Constitutions of the Branches, Clubs and Auxiliary bodies;
 - vii) maintain records of all alterations, amendments or additions of the Rules and Regulations of SLSA, SLST, affiliated Clubs and Auxiliary bodies.
 - viii) review, update and maintain a policies register;
 - ix) deal with any matters referred to it by the Board or Chief Executive Officer;
 - x) report to the Board via the General Manager.
- l) **Sea Rescue Panel** shall
- i) comprise the State Sea Rescue Advisor (Chairman), all Sea Rescue Captains, the State Life Saving Support Services Officer (ex-officio), and the Life Saving & Education Officer (or his nominee);
 - ii) manage the operational activities of SLST's Sea Rescue Services in accordance with SLST's Standard Sea Rescue Operating Procedures, Guidelines and Protocols as determined from time to time, within approved budgets;
 - iii) deal with matters concerning SLST's Sea Rescue services' operations;

- iv) oversee the development, monitoring and maintenance of training and operational standards of SLST's Sea Rescue services;
 - v) submit reports and recommendations on matters pertaining to operational policies and standards, rescue systems and training procedures and standards to the Life Saving Support Services Panel;
 - vi) receive and consider reports and recommendations (on operational policies etc) from Panel meetings, and make recommendations to the Life Saving Support Services Panel;
 - vii) meet monthly or as otherwise determined by the Chairman or as directed by the State Life Saving Support Services Officer;
 - viii) submit reports and recommendations to the Life Saving Support Services Panel.
- m) **State Championships Organisation Panel** shall -
- i) be appointed by invitation from the State Surf Sports Committee;
 - ii) be Chaired by the State Surf Sports Officer;
 - iii) be comprised of:
 - a) Championship Referee;
 - b) Gear and Equipment Advisor;
 - c) First Aid Advisor;
 - d) Qualified communication personnel;
 - e) Specialist personnel as required;
 - f) Development & Surf Sports Officer or his nominee(s) (non voting).
 - iv) be responsible for:
 - a) developing, co-ordinating and implementing activities related to State Championship events;
 - b) ensuring the smooth co-ordination and efficient conduct of State Championship events;
 - c) liaising closely with the host Club(s), and relevant authorities;
 - d) monitoring and controlling budgets for the State Championships;
 - e) considering matters referred to the Panel by the State Surf Sports Committee;
 - f) submitting reports and recommendations to the State Surf Sports Committee;
 - g) meet regularly as determined by the Chairman or the State Surf Sports Officer.
- n) **State Coaching Advisory Panel** shall
- i) comprise the State Coaching Advisor (Chairman) and at least six (6) other personnel, appointed by the State Surf Sports Committee following a recommendation of the State Surf Sports Officer;
 - ii) be responsible for improving coaching programs, resources and activities;
 - iii) consider other matters of interest and relevance to coaching;
 - iv) oversee the conduct of coaching accreditation courses and competition clinics;
 - v) seek the views of coaches, athletes, and Clubs through forums and consultative mechanisms;
 - vi) foster innovation and research into coaching and athlete development;
 - vii) consider matters referred to the Panel by the State Surf Sports Committee or State Surf Sports Officer;

- viii) submit reports and recommendations to the State Surf Sports Committee;
 - ix) meet regularly as determined by the Chairman or as directed by the State Surf Sports Officer.
- o) **State Officials Advisory Panel** shall
- i) be appointed by the State Surf Sports Committee following a recommendation of (6) personnel submitted by the State Surf Sports Officer;
 - ii) be chaired by the State Officials Advisor;
 - iii) be responsible for:
 - a) conducting officials accreditation and re-accreditation courses and clinics;
 - b) improving officiating standards;
 - c) seeking the views of Officials through regular forums and consultative mechanisms;
 - d) considering matters of interest and relevance for Officials;
 - e) fostering innovation and research into Officials welfare, technology and systems;
 - f) considering matters referred to the Panel by the State Surf Sports Committee or State Surf Sports Officer;
 - g) submitting reports and recommendations to the State Surf Sports Committee;
 - h) making recommendations to the State Surf Sports Committee on Officials appointments at State run Carnivals;
 - iv) meet regularly as determined by the Chairman or as directed by the State Surf Sports Officer.
- p) **Surf Boat Panel** shall
- i) be appointed by the State Surf Sports Committee following a recommendation of (6) personnel submitted by the State Surf Sports Officer;
 - ii) be chaired by the Surf Boat Advisor;
 - iii) be responsible for:
 - a) seeking the views of competitors, Officials and Clubs through forums and consultative mechanisms;
 - b) considering matters of interest and relevance for surf boat competition;
 - c) fostering innovation and research into surf boat competition, equipment and systems;
 - d) considering matters referred to the Panel by the State Surf Sports Committee or State Surf Sports Officer;
 - e) submitting reports and recommendations to the State Surf Sports Committee;
 - iv) meet regularly as determined by the Chairman or as directed by the State Surf Sports Officer.
- q) **Surf Sports Selection Panel** shall
- i) be elected by the State Surf Sports Committee;
 - ii) comprise the Director Surf Sports (Chairman) plus six (6) members from any Club, three (3) of whom shall be the Junior State Team Selection Panel and the other 3 being the Senior State Team Selection Panel.
 - iii) select individuals and/or teams representing SLST as required;
 - iv) not require approval of its selections as they shall be final and binding.

SECTION 7: MEMBERSHIP

REGULATION 7.1 RESTRICTION

- a) All applications for membership of SLSA shall be made on the approved SLSA form, and shall be available to males and females provided that active membership shall be limited to proficient SLSA Bronze Medallion holders.
- b) A member of a lifesaving organisation affiliated with International Lifesaving may be accepted as a member of an affiliated club provided that the member complies with all the conditions for membership of SLSA and its Manuals.
- c) A non-financial, suspended or expelled member of a Club shall not knowingly apply to join another Club, nor shall a Club knowingly admit to membership nor retain in membership any past or present member of any club who is financially indebted to or has been suspended or expelled from such Club.
- d) A Clubs shall immediately provide SLST with the names and addresses of members whose membership is cancelled or suspended. Such names shall be recorded in the official Minutes of the Board meetings.
- e) Should a bona fide member of more than one Club be suspended or expelled by an affiliated Club he shall not be allowed to compete in any competitions conducted by any Club of which he is a member or by SLSA.
- f) In cases in dispute, an appeal may be lodged with SLST.

REGULATION 7.2 CATEGORY POLICY

In relation to membership categories, each Club shall provide for the following types of membership and the following minimum qualifications shall be adhered to:

- a) **Probationary Member** shall be designation of any person for the time period between applying for membership and the gaining of an award and/or the granting of a membership by the appropriate Club committee.
- b) **Junior Activity Member** shall be a person who may be a minimum of five (5) years up to a maximum age of thirteen (13) years on a seasonal basis (age for a season is determined as at midnight on the 30th September at the commencement of the season) and such person shall be required to gain the relevant Surf Education Certificate for that persons age group.
- c) **Cadet Member (13-15 years)** shall be subject to the age qualification as defined in the SLSA Manuals and who has obtained the Surf Rescue Certificate and passed an annual proficiency test.
- d) **Active Member** shall be a Bronze Medallion holder and shall fulfil the full patrol and Club obligations, as provided by SLSA and the Club Rules and Regulations, and shall qualify in an annual proficiency test each season, unless the member has obtained his Bronze Medallion in that season.
- e) **Reserve Active Membership**
 - i) may be granted by a Club to Active Members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight (8) years of patrol and Club obligations as provided by SLSA and Club Constitution and Regulations;
 - ii) Granting of Reserve Active Membership shall not be automatic, but shall be granted by resolution of the appropriate Club body. Recipients may be called upon to perform patrol duties at the discretion of the Club management;
 - iii) Recipients shall complete the Annual Proficiency Test

Note: Notwithstanding (a) above Reserve Active Membership may be granted under exceptional circumstances to active members irrespective of years of service.

- f) **Long Service Membership**

- i) May be granted by a Club to members who have completed ten (10) years active service or to members who have completed eight (8) years active service plus four (4) years reserve active service.
 - ii) Recipients shall be exempted from all patrol obligations and may be granted other special privileges of membership as provided in the Club Rules and Regulations.
 - iii) Further in exceptional circumstances it shall be competent for a Club to grant Long Service Membership to a Reserve Active Member irrespective of the number of years served as a Reserve Active Member.
- g) **Award Membership**
 - i) May be granted by a Club to persons who are the holders of an Association Award of one or more of the following qualifications: Radio Award/s, Resuscitation Certificate or Advanced Resuscitation Certificates and such other awards as the Australian Council may decide from time to time that do not require the Bronze Medallion as a prerequisite.
 - ii) Recipients may be called upon to perform patrol and/or other Club obligations within the ability of their qualifications.
- h) **Associate Memberships**
 - i) May be granted by a Club to persons who may not be a holder of an SLSA award
 - ii) It does not entitle such members to voting rights unless elected to Office or a position which is provided with voting rights by the Club Rules or Regulations.
 - iii) A financial Associate member of a Club whose child is a financial Cadet or Junior Activity member of the same Club shall be entitled to voting rights at all General Meetings providing the family is not entitled to a vote due to either parent being a member under any other membership category.
 - iv) Associate membership as defined in (h)(iii) above may be covered by a family membership fee as decided by the Club from time to time.
 - v) Unless as provided for in (h)(iii) above, Associate Membership may carry a minimum age qualification and a joining and/or membership fee substantially greater than fees for other categories of Club Membership.
- i) **Honorary Membership** may be granted annually to persons who may or may not hold an SLSA award (i.e. Patrons), and shall not be entitled to voting rights unless elected or appointed to a SLST Officer position;
- j) **Life Membership** may be granted by Clubs to members who have rendered distinguished, or special service and as provided for in the Club Rules or Regulations.
- k) **Dual Membership** any approved person may be admitted as a member of more than one Club during the currency of any one season, providing a Clearance/Transfer Form has been completed and endorsed. A competing member of an affiliated Club shall not take part in any inter-club competition as the representative of more than one Club during any one season, unless and until granted a transfer as hereinafter provided under "Clearances/Transfers" Regulation 11. If the person is a bona fide member of more than one Club then such person shall be entitled to compete in Club events of all such Clubs.

REGULATION 7.3 VOTING RIGHTS

Membership voting rights of affiliated clubs shall be limited to Active, Reserve Active, Long Service and Life Members.

REGULATION 7.4 COMPETITIVE RIGHTS TRANSFERS AND PROCESS

A member of an Affiliated Club who desires to transfer competitive rights to another Affiliated Club during the currency of a competition season may do so under the following conditions:

- a) A member is permitted one competitive rights transfer per year (ie 1 January to 31st December of that year). No transfer is permitted after competing in any branch/ province /state/ country/ national / world championships in that competition year. Any further

transfer in that year will be processed for effect in the next year. An exception to this will be bone fide relocation because of employment, study or family commitments. Such competitive rights transfers will be subject to consideration and approval by the State Centre of the member's "losing club". Any International Life Saving (ILS) ruling in respect of competition transfers and World Championship events will be complied with.

- b) A member desiring a competitive rights transfer shall initiate the transfer process at either the "gaining" or losing Club and, after the details are entered into Surfguard ensure the Transfer function in Surfguard has been initiated. A member or Club may use the transfer form as proof that a transfer has been initiated.
- c) Where a State does not use the Surfguard Transfer function or continues to use the paper based form (SLSA Form004) the form shall be lodged with the gaining Club, losing Club and Controlling Authority (ie State).
- d) The "losing" club or its executive shall, within fourteen (14) days of receiving the original, endorse or reject the application (in Surfguard or on the Form). The Club shall record its decision regarding the transfer application in Club minutes, and if using the form immediately forward the copy with the club's decision to the controlling authority. The Club shall advise the member of its decision.
- e) If the "losing" club approves the application the controlling authority shall advise the member or if using the form record the approval on the original and return the same to the member. The controlling authority shall minute the decision and if using the form shall notate the form with the decision and retain the duplicate.
- f) If the "losing" club rejects the application and indicates this in Surfguard, the application shall be considered at the next meeting of the controlling authority for a decision and such decision shall be final. The decision shall be advised to the member and if using the form recorded on the original and returned to the member. The controlling authority shall minute the decision and if using the form shall notate it and retain the duplicate.
- g) If the controlling authority does not receive a decision or the form from the "losing" club within twenty-one (21) days of Surfguard Transfer request being initiated or the receipt of the duplicate form, the application shall be considered at the next meeting of the controlling authority for a decision. Any decision made at the meeting shall be final. The "losing" club and the member shall be advised of such decision in writing.
- h) Subject to 7.4 (a), transfers of competitive rights shall take effect from the date the application is approved by the controlling authority.
- i) Any ILS rulings in respect to competitive transfers, international transfers and world championship events will be complied with.

REGULATION 7.5 MEMBERSHIP CLEARANCES AND PROCESS

- a) Any member, who desires to join another Affiliated Club but still retain membership of his existing Affiliated Club(s), or any person who has ceased to be a member of an Affiliated Club but who desires to join another Affiliated Club, shall first obtain from his present Affiliated Club(s), or from the Affiliated Club of which he/she was last a member, a clearance. This process can be performed in Surfguard or on the prescribed form (SLSA F004). A member or Club may use the transfer form as proof that a transfer has been initiated.
- b) The Clearance process (Surfguard or Form) is to indicate:
 - i) Any awards that may be held by such person, and
 - ii) That such person is not indebted in any way to such Affiliated Club(s); and
 - iii) That such person is not expelled or under suspension from such Affiliated Club(s)
 - iv) The Club which shall hold / retain the persons competition rights
- c) Where a Clearance is initiated in Surfguard (termed Non-Competitive transfer) only items ii and iii (above) shall apply.

- d) The member desiring the clearance shall initiate the transfer process either in Surfguard or if using the Form, obtain the prescribed duplicate controlling authority clearance form and, after entering the relevant details lodge the original with the "losing" club and the duplicate with the relevant controlling authority.
- e) The "losing" club or its executive shall, within fourteen (14) days of receiving the request, endorse or reject the application (in Surfguard or on the Form). The Club shall record its decision regarding the transfer application in Club minutes, and if using the form immediately forward the copy with the club's decision to the controlling authority. The Club shall advise the member of its decision.
- f) If the "losing" club approves the application the controlling authority shall advise the member or if using the form record the approval on the original and return the same to the member. The controlling authority shall minute the decision and if using the form shall notate the form with the decision and retain the duplicate.
- g) If the "losing" club rejects the application and indicates in Surfguard, the application shall be considered at the next meeting of the controlling authority for a decision and such decision shall be final. The decision shall be advised to the member and if using the form recorded on the original and returned to the member. The controlling authority shall minute the decision and if using the form shall notate it and retain the duplicate.
- h) If the controlling authority does not receive a decision or the form from the "losing" club within twenty-one (21) days of Surfguard request being initiated or the receipt of the duplicate form, the application shall be considered at the next meeting of the controlling authority for a decision. Any decision made at the meeting shall be final. The "losing" club and the member shall be advised of such decision in writing.
- i) Clearance of transferring members shall automatically take effect from the date when the application is approved by the controlling authority.

REGULATION 7.6 MEMBER WELFARE

- a) SLST 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) SLST 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 Safety & Wellbeing, Harassment and Equity and the Codes of Conduct as determine from time to time.
- d) All members involved directly or indirectly in leading, chaperoning, coaching, instructing, examining, or supervising (or the like) youth members shall be screened in accordance with legislative and SLSA requirements as determined from time to time.
- e) All members shall immediately report any suspected breaches of the SLSA Member Safety & Wellbeing Policy or Equity Policies, or Codes of Conduct to the appropriate authority with their club or to the General Manager. The General Manager shall in accordance with SLSA policies and procedures determine the most appropriate method of dealing with such reports.

SECTION 8: COLOURS, BADGES AND COMPETITIVE CONDITIONS

REGULATION 8.1 SLSA IMAGERY

- a) The policy and procedures for the use of "red and yellow" Surf Life Saving imagery and property shall be as determined by SLSA.
- b) No one shall be permitted to inappropriately exploit Surf Life Saving imagery such as the red and yellow cap, flags, patrol uniforms, logos/trademarks etc.

- c) The following procedures shall apply where a Club wishes to use 'red & yellow' imagery/property:
 - i) A Club must obtain SLST's approval to use, or allow someone else to use, images or pictures of lifesavers wearing red and yellow patrol caps, or patrol uniforms, or patrol flags;
 - ii) SLST has the authority to approve the use of such "red & yellow" imagery if the promotion is restricted to the Club's local area;
 - iii) SLST has the authority to approve the use of the red and yellow imagery in advertisements/promotions that go beyond a Club's area if the use of the imagery is in good taste, and not conflicting with a State or National sponsor. There may be a license fee attached;
 - iv) SLST cannot approve the use of red and yellow imagery if it goes (or has the potential to be seen) in other state associations' territories. SLSA approval is required in such cases;
 - v) The Club has every right to use its own Club caps, uniforms and imagery in Tasmania.

REGULATION 8.2 COLOURS AND BADGES

- a) Each new Club shall apply to SLST to register its proposed colours and badge, which colours and badge shall be subject to the endorsement of SLST and the approval of SLSA.
- b) Existing Clubs' colours and badges shall not be altered without fresh endorsement of the SLST and the approval of SLSA.
- c) Initial registration of the colours and badges is subject to a fee, as is also each additional registration, but no registration fee shall be payable with each annual affiliation, unless a change of registration is desired. SLST shall determine the registration fee from time to time.

REGULATION 8.3 COMPETITIONS

- a) SLST shall have power to regulate all competitions between affiliated Clubs.
- b) SLST shall have the power to allocate any competition to any Club, and to appoint Officers to control such competitions, provided that, in the event of two or more clubs applying for permission to hold carnivals or competitions on the same date, such matter shall be determined by SLST. No inter-club competition shall be held without the approval of SLST.
- c) SLST through the State Surf Sports Officer shall appoint Referees, Judges and other Officials and, subject to the SLSA manuals may make rules respecting their powers and duties.

REGULATION 8.4 STATE CHAMPIONSHIPS

- a) The State Championships shall be conducted annually.
- b) The Carnival shall be conducted prior to the Australian Championships allowing sufficient time for entries to be lodged at SLSA prior to the closing date of entries for these Championships.
- c) The allocation of the Championships shall be determined by SLST.
- d) The list of events to be conducted at the Tasmanian Championships for each succeeding year shall be decided prior to the commencement of the season.

REGULATION 8.5 TROPHIES, PRIZES AND ELIGIBILITY

In relation to trophies, prizes whether cash or kind and the eligibility of individual member(s) representing a section of SLST to compete for or accept such trophies or prizes the following shall apply:

- a) SLST shall reserve unto itself the authority to determine, from time to time, conditions relative to the acceptability of trophies or prizes, reimbursement of accommodation, travel and other expenses, and eligibility to compete for trophies or prizes.
- b) SLST shall be the authority to approve competitions involving "cash prizes" and therefore any Affiliated Club or other section of SLST wishing to allocate any "cash prizes" for competition events shall seek the approval of SLST or in the case of events involving international or interstate competitors, SLSA.
- c) "Cash prizes" shall not be awarded for any event at a State Championship carnival.
- d) "Cash prizes" shall not be made available from Affiliate Club's general funds, however, sponsor income may be distributed utilising the Club banking account.
- e) Notwithstanding the foregoing, sponsors should be strongly encouraged to provide items of lifesaving gear as prizes rather than cash but where "cash prizes" are presented they shall be portrayed as coming direct from the sponsors.

REGULATION 8.6 COMPETITIVE RIGHTS, OBLIGATIONS AND QUALIFICATION

Members acknowledge and agree that competing in surf lifesaving events, contests, carnival and competitions attracts certain rights and obligations and requires certain qualifications. In relation to rights, obligations and qualifications the following shall apply:

- a) Inherent in membership of SLSA, but subject always to gaining the appropriate qualification as prescribed by SLSA and complying with the competition rules issued by SLSA, is the right to enter, participate in events, contests, carnivals and competitions conducted by SLSA.
- b) Members are obliged to ensure they obtain and maintain the appropriate qualifications, including but not limited to; awards, age limits, patrols, proficiency tests, equipment and limiting abilities, to enable them to participate in SLSA events, contests, carnival and competitions.
- c) Members acknowledge and agree that should they participate in, and/or use any SLSA equipment in any event, contest, carnival or competition, which has not been licensed, sanctioned or otherwise authorised by SLSA, that they will attract disciplinary under the Regulations which may result in forfeiture of their competitive rights set out in Regulation 8.4 (a) above.

SECTION 9: VISITS AND TOURS

REGULATION 9.1 INTER-CLUB INTERSTATE VISITS

- a) In relation to any affiliated Club or a member or members of an affiliated Club wishing to visit any other Club within Australia outside the area of SLST or any affiliated Club or a member of an affiliated Club wishing to visit any other State within Australia for the purpose of competition, the following shall apply: -
 - i) They shall make application to SLST for permission to make such a visit at least twenty-eight (28) days prior to such visit.
 - ii) Such application shall detail the proposed destination and dates of the visit, method of travel, the number intending to travel and the name and address of the team manager/s who shall be deemed responsible in the event of necessity for future reference.
 - iii) Providing there are no grounds for objection the General Manager shall forthwith advise Australian Council of such a visit.

REGULATION 9.2 OVERSEAS TOURS POLICY

Matters of policy and conditions applicable to all overseas tours shall be as follows:

- a) At least six (6) months notice of the proposed departure date shall be given by a Club before permission to tour will be granted, unless under special circumstances as approved by Australian Council.
- b) SLST shall not in any way be responsible financially for any part of the expenses attributable to any tour by a Club.
- c) Appointment of officials, size and composition of the team and selection policies shall be a matter for the body making the tour, however, SLSA strongly recommends the inclusion of Educational Officers in any team to tour overseas.
- d) No Club shall knowingly select in an overseas touring team any member who is under any form of suspension or is financially indebted to any Club or SLST.
- e) No Club Team shall tour any overseas country in the same season that an Australian Representative team shall be visiting that same country, unless prior approval of the Australian Council has been received.
- f) At least one month prior to the departure of any Club Team, SLST and Australian Council shall be supplied with a copy of the final itinerary, points of contact, full details of the composition of the team, names and addresses of team members and the team manager.
- g) Any Club or State team to visit overseas shall have an appointed Team Manager who will be responsible for all matters concerning the team. In the event of any incident, complaint or otherwise adverse reaction to the team as a whole, or members individually, the Manager shall be automatically responsible to the Association and may be called before SLST or Australian Council to face judiciary enquiry and possible disciplinary action.
- h) Comprehensive reports and recommendations (if any) on any tour (together with a team photograph wherever possible) must be supplied to SLST within ten (10) weeks of the completion of the tour.
- i) Adequate insurance policies shall be negotiated in respect of personal accident to and/or sickness of every member of the touring team, loss or damage to the personal effects of the team members and to such special lifesaving equipment as shall be provided for use on the tour.

REGULATION 9.3 OVERSEAS TOURS – WITHOUT INVITATION

A Club seeking to tour overseas without having received a specific invitation shall:

- a) Make application to SLST for permission to conduct such a tour.
- b) Seek the following endorsements:
 - i) It shall require SLST endorsement.
 - ii) It shall require endorsement at SLSA.
- c) Correspond directly with the overseas body after SLSA is satisfied that the application to tour is complete in all details and has sought and received an invitation for the Australian body to tour.

REGULATION 9.4 OVERSEAS TOURS – WITH INVITATION

A Club seeking to tour overseas after having received a specific invitation shall:

- a) Make application on the Association form provided by SLST for permission to conduct the tour, and attach a copy of the invitation received.

- b) Request SLST to forward the application, if endorsed, to SLSA seeking final approval for the tour to be conducted.
- c) Correspond directly with the over-seas body after SLSA is satisfied with the invitation, and that the application to tour is complete in all details and permission has been granted to tour.

REGULATION 9.5 TOURS TO AUSTRALIA

Matters of policy and conditions applicable to tours by overseas lifesaving organisations to a Club shall be as follows:

- a) If any Club wishes to issue an invitation to any overseas life saving body to tour in Australia, it firstly must make an application to SLSA through SLST. Such application shall include all details of the proposed visit including accommodation, financial obligations to the host body, proposed itinerary and details of any appointed liaison officer/s.
- b) SLST before endorsing such application shall consider the following -
 - i) That the ability of the Club is such that it can host a visit having in mind the membership and financial situation of the hosting Club;
 - ii) That the proposed visit will not seriously disrupt any programming of the Club or SLST.
 - iii) That the qualifications of the host body's liaison officer/s are sufficient to properly carry out the required duties.
 - iv) That such visits may be referred to as "domestic tours" and once authority has been given by SLST and SLSA these sections will not bear any responsibility, financial or otherwise, in connection with the visit.
 - v) SLSA upon receipt of the endorsed application will then consider permitting the visit to take place, provided that all the necessary conditions have been complied with. SLSA will then convey the invitation to the National Association of the country concerned. However, the visit/tour should not be considered a confirmed fact until the overseas National Association has finally advised SLSA of the invitation acceptance.
 - vi) Within eight (8) weeks of the completion of any visit by an overseas body, the host Club or SLST shall supply SLSA with a comprehensive report and achievements of the visit.

SECTION 10: DISCIPLINE, PENALTIES AND APPEALS

REGULATION 10.1 JURISDICTION

- a) The penalising authority for the SLST shall be vested in the following:
 - i) The Board;
 - ii) The Judiciary Committee
 - iii) The carnival or function Sub-Committee as defined in Regulation 6.4;
- b) The jurisdiction of SLST penalising authorities shall be that where a Club or a member/s of a Club affiliated with SLST is charged with an offence:
 - i) Within the boundaries of its/his Club the alleged offender shall be dealt with by the Club penalising authority.
 - ii) Within the boundaries of a Club other than its/his Club the alleged offender shall be dealt with by SLST.
 - iii) Within the boundaries of SLST and the alleged offence is one against SLST; SLST shall deal with the alleged offender/s.

- c) SLST may delegate its power in this regard to a Club, provided that the decision arrived at shall be subject to review by SLST.
- d) Notwithstanding any of the foregoing, disciplinary decisions taken by any one authority of the Association shall not preclude a higher authority of SLSA taking disciplinary action on the same matter and the penalty or decision of that higher authority shall prevail.
- e) Where any Club or Auxiliary Organisation within its jurisdiction or any member of such Club or Auxiliary Organisation, whether a competitor or not, or any Officer and/or Officers of the SLST or Delegate is charged with having committed an offence at any National Competition, meeting, function or other activity conducted by SLSA, it/he shall be dealt with by the National penalising authority.

REGULATION 10.2 DISCIPLINE

- a) **General**
SLST may penalise or refer to the Judiciary Committee any Club or Auxiliary Organisation within its jurisdiction or any member of such Club or Auxiliary Organisation, whether a competitor or not, or any Officer and/or Officers of SLST or delegate who, in the opinion of SLST has practised or counselled any un-becoming conduct which reflects upon the good name of SLSA or any or all of its Officers, whether at any competition, meeting, function or other activity or at any other time.
- b) **Carnival Discipline**
Any SLSA Authority conducting a Carnival, Competition, Seminar, Congress or associated activity shall appoint a Carnival Disciplinary Committee to enquire forthwith into any allegation of conduct prejudicial to the good name of SLSA or other infringement of SLSA Rules or Regulations alleged to have been committed at any such Carnival, Competition, Seminar, Congress or associated activity or whilst travelling to the same or returning from the same or whilst within the jurisdiction of the Authorising Authority and may suspend or penalise in such manner as to them seems appropriate any member/s club or team of whom they find to have been guilty of such conduct.
- c) The Committee, consisting of no more than three (3) members, but no less than two (2) members, shall be appointed by the authority conducting the Carnival, Competition, Congress, Seminar or associated activity either for the Authority themselves or on behalf of SLSA or SLST. Penalties may be administered as prescribed in the Rules and Regulations but may also include forfeiture of titles or trophies won at a Carnival, Competition, Seminar, Congress or associated activity which is relative to the misconduct.
- d) The Committee shall forthwith report in writing their enquiries and decisions to the Authority themselves and if applicable to SLSA or SLST as the case may be

REGULATION 10.3 PENALTIES

- a) Without limiting the scope of penalties that may be imposed, the form a penalty may take includes:
 - i) **Reprimand** - with the offence being recorded in the books of the penalising body.
 - ii) **Suspension** - may be applied as a complete or partial suspension of a member's privilege for a definite period of time or until a definite pre-set goal is reached. Partial suspension could well require the member to carry out all or part of his duties in the Club without being able to avail himself of the normal facilities and privileges of a member. The body imposing the said penalty must set the extent or limit of the penalty.
- b) The suspension of a Club by the penalising body shall mean the forfeiture of Membership and representation of that Club for the period of such suspension. The position of Officers of the Association who are members of a Club at the time of its suspension shall not necessarily be affected by such suspension, nor shall the suspension absolve the Club from any beach patrolling responsibility. Where an

individual Club member, delegate or officer is suspended by SLST, or Club he shall forfeit either completely or partially, as may be decided, all privileges as a member of an affiliated Club during the period of his suspension. In the case of a complete suspension, a member shall forfeit all rights during the currency of his suspension. Partial suspension shall limit such members participation in inter club or Association activities but shall not interfere with his rights as a Club member.

c) **Cancellation**

Club membership may be cancelled because of the prevailing circumstances, and when the extreme action of expulsion is not warranted.

d) **Expulsion**

Expulsion from "Club Membership" would only be applied as a response to a very serious offence against the Club, SLSA or their principles or ideals.

e) The suspension of a Club by the penalising body shall mean the forfeiture of membership and representation of that Club for the period of such suspension. The position of Officers of SLST who are members of a Club at the time of its suspension shall not necessarily be affected by such suspension, nor shall the suspension absolve the Club from any beach patrol responsibility

f) Where an individual Club member, delegate or Officer is suspended by SLST or Club, he shall forfeit either completely or partially, as may be decided, all privileges as a member of an affiliated Club during the period of his suspension. In the case of a complete suspension a member shall forfeit all rights during the currency of his suspension. Partial suspension shall limit such member's participation to inter-club or SLSA activities but shall not interfere with his rights as a Club member.

REGULATION 10.4 APPEALS

a) Any Club or Auxiliary Organisation or member penalised by SLST shall have the right of appeal against such penalty to SLST provided that the appeal shall be lodged in writing to SLST within fourteen (14) days of the notification of the penalty and shall set out clearly the grounds of appeal. The appeal shall be placed before SLST at its next (General Meeting, and at the sole discretion of SLST, they may decline to hear the appeal, or hear the appeal which may be :-

- i) Dismissed and the penalty upheld;
- ii) Dismissed and a heavier penalty imposed;
- iii) Upheld and a lighter penalty imposed;
- iv) Upheld and the appellant exonerated;
- v) Referred to the Judiciary Committee, whereupon the Rules and Procedure of the Committee as provided for in Appendix "A" shall become mandatory.

b) Any Club or Club member/s penalised by a Club shall have the right to apply to SLST for leave to appeal against the penalty, provided that:

- i) The decision appealed against was not as a result of formal Judiciary Committee action, in which case the Rules and Procedures of the relative Judiciary Committee shall become mandatory.
- ii) Application shall be allowed only after the party concerned has properly availed itself of any right of appeal to the penalising authority as may be contained in the Constitution of such body.
- iii) Application shall be made within fourteen (14) days of the imposition of the penalty, or if the party concerned has exercised its right of appeal to the penalising body within fourteen (14) days of the notification of the decision to appeal.
- iv) Application shall be made through the penalising body who shall forthwith refer the application to the next highest authority, provided that the penalising body may at the same time submit any representations on the application which it may wish to make.

- v) The application must establish a prima-facie case for the re hearing.
- vi) It shall be at the sole discretion of the next highest authority whether or not such leave shall be granted, provided that should the Leave to Appeal be rejected by that authority the Appellant may seek Leave to Appeal to a further higher- authority under similar requirements and time frames as provided herein.
- vii) Upon the granting of any such application, the next highest authority shall either by its Judiciary Committee or by a Committee appointed for that purpose, hear the appeal and communicate its decision in writing to the appellant.

REGULATION 10.5 REFERENCES

- a) In addition to matters set out in Regulation 10.2., 10.3 and 10.4 which are of a disciplinary nature, any interested party may submit a Reference or Grievance to SLST upon any matter touching the affairs of SLST and its members.
- b) Every Reference or Grievance shall be in writing setting out clearly the matters sought to be investigated by SLST and the Board shall then decide where such Reference shall be directed.
- c) The hearing of a Reference or Grievance shall proceed in accordance with Regulation 12.
- d) The hearing of any appeal from a decision on a Reference or Grievance shall proceed in accordance with Regulation 12.

SECTION 11: JUDICIARY COMMITTEE – RULES OF PROCEDURE

REGULATION 11.1 DEFINITIONS

- a) **“The Committee”** means the Judiciary Committee.
- b) **“Secretary”** means the Secretary for the time being of the Judiciary Committee.
- c) **“Member”** for the purposes of these rules of procedure means a member of SLST, and includes a club, subject to the jurisdiction of SLST by which the Committee appointed shall have been appointed.
- d) **“Reference”** includes any complaint against a member of SLST brought by any person, and any dispute under the Rules. The term also includes grievances brought by a member of SLST against another member.

REGULATION 11.2 JURISDICTION

- a) The Committee primarily has jurisdiction to hear a Reference of a disciplinary nature referred to it pursuant to Regulation xx.
- b) The Committee may also hear References directed to it by the Board pursuant to Regulation 10.
- c) Every Reference directed to the Judiciary Committee shall be dealt with by that Committee or it may delegate the conduct of the Reference to the Club
 - i) in whose area the matter for Reference arises; or
 - ii) having the most direct interest in the matters raised by the Reference.
- d) Every person bringing a Reference shall have a right to be heard by a Committee (Club or SLST) provided that:
 - i) he has a interest in the subject matter of the Reference;
 - ii) his Reference is in clear and unambiguous terms.
- e) In every case the Committee is required to provide in accordance with the rules of natural justice.

REGULATION 11.3 PROCEDURE

The following procedures shall be followed by the Judiciary Committee, whether Club or SLST, having conduct of a Reference under Rule 2 thereof:

- a) Upon receipt of a Reference, the Chairman of the Committee or his delegate may appoint an independent person to act as investigator upon the reference. Such appointment shall be in writing, enclosing a copy of the Reference and instructing the investigator to make all relevant enquiries and prepare to assist the Committee within fourteen (14) days.
- b) The investigator, if appointed shall make all relevant enquiries and shall appear at the time and place appointed for the hearing by the Secretary of the Judiciary Committee.
- c) Upon receipt of a Reference the Secretary shall forthwith appoint the time and place for the hearing suitable for the members of the Committee. He shall give at least seven (7) days notice of the hearing to all interested and relevant parties and such notice shall be in or to the effect of the following form:

Surf Life Saving Tasmania Inc.

To _____ ,

You are hereby notified that a meeting of the Judiciary Committee of <SLST or Club> will be held at < venue > on < date > commencing < time am/pm > to enquire into the following matter. <SLST or Club> has referred the matter to the Committee.

< You are > < Your club is > required to be < present > < represented > at that time and place together with such witnesses as < you > < your club > may desire to call.

< Name of investigator > has been appointed pursuant to the SLST Constitution as an independent investigator to make all relevant enquiries and to appear to assist the Committee at the hearing

The Committee will, upon receipt of < you > < your club's > request in writing at least five (5) days before the day appointed for the investigation setting out the names and addresses of members of SLST who < you > < your club > desire to call as witnesses, require such members to be present at the investigation. If the time and place appointed are not suitable you may apply for an adjournment by application in writing, to be in the Committee's hands at least three (3) days before the time appointed.

In any event, you are required to advise the committee of your intention to attend or not attend as the case may be, three (3) days before the hearing is due to commence.

< You are > < Your club is > not entitled to legal representation as of right but < you > < your club > may apply at the commencement of the inquiry for such representation, and the Committee may grant or refuse such application as it sees fit. The same provisions shall apply where representation other than legal representation is required.

Yours faithfully,

Secretary

Judiciary Committee

- d) The Committee shall have power to require the attendance of any member at any hearing by the Committee. The Secretary shall give reasonable notice to a member informing him of the time and place of the hearing, and that he is required to attend.
- e) In the case of a complaint against a member of SLST who has been suspended, he shall remain suspended until the decision of the Committee, unless the Chairman of the Committee decides otherwise.
- f) The independent investigator if appointed by the Chairman of the Committee shall make enquiries within a reasonable time.

- g) The Committee shall likewise conduct the inquiry within a reasonable time, subject to any reasonable application for an adjournment in writing and received by the Secretary at least three (3) days before the time fixed for the inquiry.
- h) No interested party shall be entitled to legal representation as of right at the Committee hearing provided always that an application may be made at the commencement of the hearing for such representation. The Committee may grant or refuse such an application as it sees fit. The same provisions shall apply where an application is made for representation than legal representation, provided that where there is a minor (under the age of 18) member involved it shall be mandatory for parent(s) or authorised adult carer to be invited to attend at all material times, and every effort should be made to encourage these persons to be in attendance in the interests of the minor (under the age of 18) member.
- i) Any notice required by the Rules to be given to the Secretary shall be given in writing delivered personally or sent by prepaid post addresses 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, the Club Secretary shall forthwith inform the member of its contents. A notice given by post shall be deemed to have been given on the day following that on which it shall be posted.
- j) Any member who fails without reasonable excuse to comply with the requirements of any such notice issued to him by the Secretary and any Secretary of a Club who fails without reasonable cause to comply with Regulation 11.3(g) shall be subject to such action as the Board on the report of the Committee sees fit.

REGULATION 11.4 AT THE HEARING

- a) All interested parties shall be present at the hearing, provided that a hearing may proceed in the absence of an interested party only where the Committee is satisfied by evidence that the party had due notice of the meeting and has chosen to be absent from the meeting.
- b) A quorum of the Committee shall be (3) members.
- c) In the case of a complaint against a member or Club, all witnesses other than the member or Club concerned must remain out of the hearing until called upon to give evidence.
- d) The independent investigator, if appointed, shall be present to assist the Committee.
- e) The reference to the Committee shall be read by the Chairman.
- f) The independent investigator, if appointed, shall present relevant evidence, including the calling of witnesses. Any submissions by the investigator, or documentary evidence submitted by him, shall be given whatever weight the Committee sees fit, subject always to the consideration that oral evidence from a witness may be of more weight than other forms of evidence.

If the independent investigator is not appointed, the Committee itself shall receive the evidence relevant to the reference.
- g) The person or Club subject to the reference shall then present relevant evidence on their/its own behalf.
- h) In all cases, witnesses called shall be examined by the party (if any) on whose behalf he is called, and then cross-examined by the other interested parties to the reference. The party calling the witness shall have the right to re-examine the witness. The Committee members may ask questions of the witness, but no other examination or cross-examination of that witness shall be allowed except by leave of the Chairman.
- i) The Committee may, in its discretion, refuse to admit evidence that is irrelevant or have so little weight as to be properly excluded.

- j) At the conclusion of all the evidence, each interested party and the investigator, if appointed, may make submissions to the Committee in such speaking order as the Chairman may direct. Right of reply by any party shall be at the discretion of the Chairman.

REGULATION 11.5 AT THE CONCLUSION OF THE HEARING

- a) The Committee shall meet in camera after the hearing has been completed and if the reference is found to be proved may deliberate upon an appropriate order or penalty.
- b) The findings of the Committee and the order or penalty agreed upon may be the by the majority, with the Chairman having the casting vote in the event of a tied decision. The minority may furnish separate findings, but the majority findings and order or penalty shall be deemed the decision of the Committee.
- c) The Secretary of the Committee shall forthwith give notice of the decision of the Committee to all interested parties, together with notice of any made order or penalty imposed, which upon being confirmed by the appointing authority shall become effective forthwith.
- d) The Committee shall furnish its report at the first meeting of the appointing authority after the hearing is completed. That authority shall either confirm the decision of the Committee or proceed according to the next succeeding paragraph.
- e) The decision of the Committee cannot be altered by the appointing authority, but a two-thirds majority vote of those present and voting at the meeting may return the reference to the Committee for further consideration or the hearing of additional evidence. The grounds of such return of the reference shall be clearly stated.
- f) A person or Club exonerated by the Committee may start under protest at any Carnival or SLSA or SLST event held before the meeting of the appointing authority at which the Committee's decision is presented for confirmation or return as the case may be.

REGULATION 11.6 APPEALS

- a) Except as provide for in Regulation 11.6(c) hereof, any person aggrieved by a decision of the Committee upon a reference has a right to appeal to the next highest authority from that which appointed the Committee which conducted the hearing.
- b) Except as provided in Regulation 11.6(c) hereof, any person aggrieved by a decision of the Committee upon a reference, may within twenty-eight (28) days after the decision is conveyed to that person, to appeal against the decision provided:
 - i) if the hearing was conducted by the Club Judiciary Committee, the appeal shall be lodged with the Secretary of that Club and it shall be forwarded immediately to SLST;
 - ii) if the hearing was conducted by the State Judiciary Committee, the appeal shall be lodged with SLST and it shall be dealt with in accordance with the Constitution of SLSA.
- c) Where a reference submitted pursuant to Regulation 10.5 to SLST has been heard by the Committee and its decision has been confirmed by the Executive, that decision shall be final and no appeal shall lie to the next highest authority, except in cases where the Committee and the Executive has decided that an interested party to the reference or Grievance should be penalised in terms of Regulation 10.3.

SECTION 12: RULES OF DEBATE

REGULATION 12.1 GENERAL

- a) The undermentioned rules shall apply to the conduct of all meetings of the SLST Council, its Boards and Committees.
- b) For the purpose of these rules, the word 'member' shall refer to the members of SLST.

REGULATION 12.2 CHAIRMAN'S AUTHORITY

- a) Whenever the Chairman rises during debate, the member then speaking shall be silent and resume their seat.
- b) In the case of any remark considered by the Chairman to be offensive or imputing improper motives, the Chairman may call upon a speaker to withdraw and apologise.
- c) The Chairman may call a member to order. If such member persists in being disorderly, he may call upon such member to withdraw from the meeting.
- d) It shall not be permissible to dispute the Chairman's rulings, or move a motion of dissent from his ruling, on matters of procedure and points of order.

REGULATION 12.3 DEBATE

- a) Any member desiring to speak shall stand up and address the Chairman.
- b) If two or more members rise to speak at the one time, the Chairman shall decide which is entitled to priority.
- c) The meeting may decide that a particular person shall or shall not be heard, provided that a motion of this nature shall not be debated.
- d) No member shall interrupt another while speaking except to raise a point of order.
- e) No speaker shall digress from the subject under discussion.
- f) No member shall use offensive or unbecoming words.
- g) During the debate a member may raise a point of order whereupon the member then speaking shall resume his seat until the point of order has been decided.
- h) It shall be competent for any member to move a motion of dissent from the Chairman's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state his point. The seconder and Chairman only may then speak to the motion;
 - i) At any time during the debate, a member may move "that the question is satisfied that reasonable time for debate of the original motion has been allowed. The motion shall be put without debate – it need not be seconded. This motion may be applied to an amendment, in which case it is the amendment that is immediately put to the vote. It shall not be competent for the mover, seconder or any person who has spoken to the original motion or amendment to "move that the question be now put".
 - ii) If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply; if lost, the debate may proceed.
 - iii) A member may move the adjournment of the debate to a subsequent meeting. If the motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate. If carried, the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right of reply.

REGULATION 12.4 MOTIONS AND AMENDMENTS

- a) Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon.
- b) The mover of a motion shall not occupy more than ten minutes nor any other speaker more than five minutes; provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.

- c) No member may speak more than once to a motion except with the Chairman's permission, in explanation or reply, or to ask a question provided that he may speak again on any amendment to the motion.
- d) Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon.
- e) The mover of a motion shall not occupy more than ten minutes nor any other speaker more than five minutes; provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.
- f) No member may speak more than once to a motion except with the Chairman's permission, in explanation or reply, or to ask a question provided that he may speak again on any amendment to the motion.
- g) 4.4 The mover of a motion's right of reply shall be exercisable at the end of the debate.
- h) The mover of an original motion must get the consent of his seconder, and the approval of the meeting, before making any alteration to the wording of his motion.
- i) Any member (other than as provided in Regulation 12.4(j) herein) may move an amendment to a motion, provided it is not a direct negative of the motion proposed to be amended.
- j) The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment and vote in favour of it.
- k) A particular member may move or second one amendment only to each motion, but may speak on amendments moved by others.
- l) An amendment having been moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at the one time.
- m) If there is an indication of more than one amendment to be brought forward, the mover of the original motion may elect to reply at the end of the debate on the first amendment.
- n) The mover of an amendment has no right of reply.
- o) A member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.
- p) Amendments shall be put to the meeting before the motion is put, and shall be committed to the meeting in the order in which they are received.
- q) When an amendment is carried the motion as amended becomes the motion before the meeting.
- r) Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which however must be confined to the matter of withdrawal.
- s) If, after a motion has been determined, it is considered in the general interest that the matter should be re-opened for discussion before the termination of the same meeting, the meeting may, by unanimous vote, order its recommittal.

REGULATION 12.5 VOTING

- a) Voting shall be by the voices, or at the discretion of the Chairman or at the request of any member, by show of hands or by secret ballot.
- b) Any member, supported by not less than three others, may call for a division, in which case members shall move to the right or left of the Chairman, as directed by him.

- c) In the event of a division any member declining to vote shall elect to retire behind the Chairman or have his vote counted in the negative.
- d) The Chairman may appoint tellers to assist him in counting a vote.

SECTION 13: BADGES, LOGOS AND COMMON SEAL



The design shall be as above (black) or in the following colours:



The Life Member badge design shall be as follows:



The Seal of Surf Life Saving Tasmania Inc. shall be as follows

