

REGULATIONS

SURF LIFE SAVING TASMANIA INCORPORATED

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Surf Life Saving Tasmania Incorporated

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FOREWARD

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

- Part 1: the Rules which are the authority under and through which the business of SLST is govern and managed; and
- Part 2: the Regulations which are the conditions under which SLST operate (together, the Rules and Regulations).

SLST also makes policies from time to time. Such policies formalise SLST's position on specific issues and/or detail 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 by appropriately authorised Standing Committees, or after consideration of a request from an Affiliate.

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 and Regulations shall conflict with the Constitution, Regulations, Bulletins, or Policies of Surf Life Saving Australia (SLSA) or the law. Where a conflict may arise, the SLSA Constitution and the law take precedence.

Similarly, the constitutional documents of Affiliate cannot conflict with either SLST's or SLSA's constitution, regulations 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 2018 and are subject to updated from time to time.

These Regulations do not include all SLSA or SLST policies, rules or regulations. 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 also 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 SLST Board meeting held on ##.

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1. THE CONSTITUENTS

1.1 *Elected Directors*

- (a) The Voting Members shall elect, as provided for in **Rule 12.1**, five (5) Elected Directors (including the President) to the Board, in accordance with **Rule 13.3**.
- (b) Nominations for these positions shall be referred to the Nominations Committee for assessment in accordance with **Rule 13.5 (d)**. The Nomination Committee shall provide a recommendation to the **Council**.

1.2 *Appointed Directors*

- (a) The Elected Directors may appoint up to four (4) Appointed Directors at any time as per **Rule 14** and **Regulation 1.2**.
- (b) Appointed Directors of SLST may or may not be Individual Members of an Affiliate.
- (c) Appointed Directors should have demonstrated knowledge, skills and experience that supplements that of the Elected Directors. Such knowledge, skills and experience may be general in nature or specifically related to a SLST strategic and/or management need.
- (d) The Elected Directors may refer nominations for these position to the Nominations Committee established under **Rule 13.5** for assessment.

1.3 *State Officers And Advisors*

- (a) The Council, on the recommendation of the Board, may appoint or elected at the AGM, the following Officers and Advisors:
 - i. Patron
 - ii. Vice-Patrons
 - iii. Legal Advisor
 - iv. Historian
- (b) The Board may elect or appoint other Officers and Advisors as it considers necessary to assist the Board meet the objects of SLST. The Board will determine the role description of Officers and Advisors positions from time to time
- (c) The Board will determine the role descriptions of Officer and Adviser positions from time to time.
- (d) Subject to this **Regulation 1.3** Officers of SLST and Advisers to SLST may or may not be members of an Affiliate.

1.4 Councillors And Delegates

- (a) The number of Individual Members or Delegates (Councillors) permitted to represent Clubs or Auxiliary Organisations on the Council shall be:
 - (i) SLSC Clubs: one (1) Councillor per Affiliated Club;
 - (ii) VMRs: one (1) Councillor per Affiliated VMR;
 - (iii) Auxiliary Organisations: one (1) Councillor who shall be subject to the provisions in these Regulations relating to delegates generally and may only be permitted to attend at the discretion of the Council.
- (b) Councillors shall:
 - (i) either personally or by proxy (alternative Councillor) attend all SLST Council meetings; and
 - (ii) act as a liaison between SLST and their Affiliate 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 that organisation and fully and regularly report in writing or in person on the overall activities of the organisation; and
 - (iii) except where otherwise specified 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.

1.5 Life Membership

- a) Individual Members of SLSA may be recommended for appointment to Life Membership. Under **Rule 5.3** of the SLST Constitution. Life Members have the right to be present and to debate at General Meetings, but do not have voting rights. To be considered for Life Membership of SLST, Members must have rendered distinguished voluntary service to SLST over a period of at least twenty (20) years with the following conditions being applied:
- b) For service to be considered as distinguished it must be both a sustained and conspicuous contribution.
- c) Candidates shall be nominated in writing on the appropriate form by their respective Affiliate President or by two (2) Individual Members of SLST.
- d) SLST Life Membership applications will be considered by the Meritorious and Honours Advisory Committee according to the published SLST Awards criteria and process.
- e) The Board, on the advice of Meritorious and Honours Advisory Committee may nominate a member for Life Membership at any AGM by Special Resolution.

- f) Any Individual Member appointed to Life Membership of SLSA shall be recorded in the minutes of the relevant Board meeting. Formal acknowledgement of recipients of Life Membership of SLSA shall be forwarded by the President.
- g) Nominations for SLST Life Membership that are not successful may be re-nominated for consideration after two years.

2. **CONDITIONS PERTAINING TO COUNCILLORS AND DIRECTORS**

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:

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

(b) Interests

A Councillor or Director shall not:

- (i) 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;
- (ii) contract 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 CEO 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.

2.2 *Directors' Code*

The primary function of the Board is to work with the CEO and staff to efficiently and effectively manage the business of SLST on behalf of the Members. Directors shall:

- (a) act honestly and in good faith in the best interests of SLST;
- (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 Affiliates and auxiliary organisations;
- (h) promote SLST's primary mission for "Save lives, create great Australians and build stronger communities" – acknowledging SLST's primary "customers" in the surf;
- (i) actively support and promote SLST's strategic initiatives;
- (j) actively promote SLST's organisational values, including:

- (i) being responsive to the need of our members and community;
- (ii) operating with integrity, equity and accountability;
- (iii) being innovative in improving its services;
- (iv) operating as a team;
- (v) accepting responsibility to lead and represent Surf Life Saving in Tasmania;
and
- (vi) reporting to the President.

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:

- (i) only deal with governance and strategic issues and shall not participate in the day-to-day management of SLST or SLSA;
- (ii) direct and control SLST at all times with a long term vision and mission;
- (iii) work to turn the aspirations of SLST into attainable targets that are to be achieved within a given time and resources available;
- (iv) govern with an emphasis on:
 - a. outward visions rather than internal preoccupation;
 - b. encouragement of diversity in viewpoints;
 - c. strategic leadership more than administrative detail;
 - d. a clear distinction of Board and CEO management roles;
 - e. collective rather than individual decisions;
 - f. future rather than past or present; and,
 - g. proactivity rather than reactivity;
- (v) represent the interests of SLST and consult with members and other stakeholders on policy direction issues;
- (vi) 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;
- (vii) liaise with and work only through the CEO and no other members of staff;

- (viii) instruct the CEO in a collective voice and at all times hold the CEO accountable for the overall performance of SLST;
- (ix) cultivate a sense of group responsibility;
- (x) be responsible for excellence in governing;
- (xi) be an initiator of policy;
- (xii) 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;
- (xiii) not allow any Officer, individual or Committee of the Board to hinder or be an excuse for not fulfilling Board commitments;
- (xiv) 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 Board's 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;
- (xv) 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,
- (xvi) monitor and discuss the Board's performance at least annually.

3. MEETINGS

3.4 Annual General Meeting

- (a) SLST shall hold an Annual General Meeting, not later than three (3) months following the close of the financial year each year and each Affiliate 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) Those Members of SLST who are permitted by **Rule 5** may attend but, apart from those specified in **Rule 11.1**, shall have no voting rights.
- (d) The business to be conducted of the Annual General Meeting is to be as follows:
 - (i) affiliation of Clubs and VMRs;
 - (ii) election of Elected Directors;
 - (iii) presentation and adoption of Annual Report and Financial Statements;
 - (iv) announcement of Life Membership awards (if any);
 - (v) alterations to the Constitution (if any); and
 - (vi) other business included in the notice of meeting under **Rule 9.3**.

- (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, VMRs, other SLS State Centres and SLSA.

3.5 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 CEO 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 11.1**, shall have no 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; and
 - (iv) motions of which due notice has been given.
- (e) The minutes of a Council general meeting shall be confirmed at the subsequent meeting of the Council and copies of the minutes shall be forwarded to Councillors, Directors and Affiliates.

3.6 Special General Meetings

- (a) The Board may convene a Special General Meeting of SLST at any time it thinks fit.
- (b) Affiliates may convene a Special General Meeting of SLST upon the written request of at least three (3) Affiliates.
- (c) A requisition for a Special General Meeting must state the objects of the meeting, must be signed by the requisitionists and must be delivered to the office of SLST.
- (d) If SLST does not cause the Special General Meeting to be held within 21 days from the day on which a valid 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, at SLST's cost.
- (e) A Special General Meeting convened by requisitionists is to be convened in the same manner as nearly as possible as meetings convened by SLST.

3.7 Board Meetings

- (a) Board Meetings are to be held as per **Rule 17**.
- (b) Issues relating to constitutional change shall be referred to the Council.

- (c) Meetings of the Board may be convened by resolution of the Board itself, the Chairman or on the written requisition of three Directors or the CEO on the request of three Directors.

Minutes of Board meetings shall be confirmed at the subsequent Board meeting and copies of the minutes shall be distributed to Directors and such parties as the Board considers necessary from time to time.

4. DUTIES OF DIRECTORS AND STATE OFFICERS

4.1 Directors' And State Officers' Duties

- (a) President
 - i. The President shall be a Director and the nominal head of SLST and shall be a member ex-officio of all Committees with the exception of the Selection Committee.
 - ii. Subject to the provisions of the SLSA Constiution, the President shall be the Director and Representative on the SLSA Board unless otherwise determined by the Board.

- (b) Directors

Directors (including Appointed Directors) shall:

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

4.2 State Officers/Advisors

- (a) In accordance with **Regulation 1.3**, the Board may appoint State Officers/Advisors to assist the Board in meeting its strategic objectives on such terms and conditions as determined by the Board.
- (b) The duties of State Officers/Advisors shall be determined by the Board from time to time in the form of an approved position description.

4.3 Staff

- (a) The Board under **Rule 19** may appoint a CEO who shall be subject to the provisions of the Rules and Regulations, and to the directions from time to time of the Board.
- (b) The CEO shall:
 - (i) be employed by the Board;
 - (ii) act as Secretary and Public Officer of SLST;

- (iii) administer and manage SLST in accordance with these 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) is entitled to 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; and
 - (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 CEO determines.
- (c) Other Staff who shall act under the discretion of the CEO, subject to the provisions of this Constitution and Regulations.
- (d) Such other staff shall:
- (i) assist the CEO 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.

4.4 *Employees*

The CEO under **Rule 19** and **Regulation 4.3(a)** shall monitor and endorse the employment or dismissal of full-time, part-time or casual employees or other paid assistance (e.g. consultants).

5. **COMMITTEES REGULATION**

5.1 *General*

- (a) The Directors may, pursuant to **Rule 21** delegate any of its powers to Committees which it may vary or revoke at its sole discretion. Such delegations shall be in the form of Terms of Reference
- (b) Composition and membership of Committees shall be as prescribed by the Board in the respective Committee's terms of reference.
- (c) Membership of Committees may be drawn from SLST Individual Members and/or other members of SLSA, unless otherwise stated in the Terms of Reference.
- (d) Expressions of Interest may be called upon from Members interested in being appointed to Committees, panels or task forces, as and when required.

- (e) A Member shall be appointed to a Committee for a term as defined in the Terms of Reference for that Committee. A Member shall retain his appointment only while he retains his membership of SLST or SLSA. The Board may, at its discretion, remove any Member from membership of a Committee.
- (f) If the Chairman is absent from any meeting, the meeting shall appoint one of its members to act during such absence.
- (g) It shall be the duty of the CEO or appointed staff to refer for consideration and recommendation all matters as properly relate to the jurisdiction of each Committee.
- (h) If any matter comes within the jurisdiction of two or more Committees, the CEO will advise such Committees to jointly consider and report and/or recommend to the Board on that matter.
- (i) Unless specified otherwise in the Terms of Reference, a quorum for a meeting of a Committee shall be a majority of the voting members of that Committee.
- (j) A Committee may, at its discretion, co-opt the services of any member of SLST or other person to assist in its deliberations, but such co-opted members or persons shall have no voting rights.
- (k) Reports and recommendations of Committees shall be presented in writing to the CEO.

6. MEMBERSHIP

6.1 *Restriction*

- (a) Individuals become Members of SLST by becoming a Member of an Affiliate or Auxiliary Organisation. Membership shall be available to all persons 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 person complies with all the conditions for membership of SLSA and its Manuals.
- (c) A non-financial, suspended or expelled Member of an Affiliate shall not knowingly apply to join another Affiliate, nor shall a Affiliate 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 Affiliate.
- (d) Affiliates shall immediately provide SLST with the names and addresses of Members whose membership is cancelled or suspended. Such names shall be recorded in the Minutes of an SLST Board meeting.
- (e) Should an Individual Member be suspended or expelled by an Affiliate they shall not be allowed to compete in any competitions conducted by that Affiliate of which he is a Member or by SLSA.
- (f) Subject to these Regulations in cases in dispute, an appeal may be lodged with SLST.
- (g) Sections 4 and 5 of the SLSA Regulations apply in these Regulations.

6.2 Affiliation

- a) Under **Rule 5.2**, each Club and VMR must apply annually for affiliation. Such application shall be made prior to the date of the SLST Annual General Meeting and may be approved by SLST providing such applicant complies with the requirements of the SLST Rules, Regulations and conditions as set down from time to time, and further providing that an application may be received and granted after the prescribed date. No Club or VMR shall be entitled to membership after the date of the Annual General Meeting until such time as an application for affiliation shall have been made on the prescribed form and accepted.
- b) An Affiliate is required annually to enter into a Lifesaving Agreement with SLST which will set out their obligations in providing a patrolling service to their local community.
- c) No Club or VMR shall be granted affiliation unless it is a registered incorporated association, or is in the process of registering, under the relevant Government Act, nor remain affiliated unless it and its affiliated bodies subscribe to the Rules, Regulations, Policies, etc., of SLST and SLSA. In the case of a newly formed Club or VMR, under **Rule 5.4(b)**, Probationary Affiliation may be granted by SLST for a maximum period of twelve (12) months, and subject to the provisions stated in **Rules 5.4(c), 5.4(d) and 8.5**.
- d) An application for affiliation by a Club or VMR must be:
 - i. in writing on the form prescribed from time to time by the Board, from the applicant and lodged with SLST;
 - ii. accompanied by a current copy of its Rules and register of members;
 - iii. provide a plan in a scale of 1:25000 showing the area being under Club or VMR control; and
 - iv. accompanied by the appropriate fee, if any.
- e) Discretion to Accept or Reject Application
 - i. SLST may accept or reject an application whether the applicant has complied with the requirements under the Rules or not, and shall not be required or compelled to provide any reason for such acceptance or rejection.
 - ii. Where SLST accepts an application the applicant shall, subject to ratification by SLSA, become an Affiliate.
 - iii. Membership of SLST shall be deemed to commence upon acceptance of the application by SLST.
 - iv. If SLST rejects an application, any fees forwarded with the application shall be refunded, and the application shall be deemed rejected by SLST.
 - v. SLST may permit a Club or VMR to affiliate with SLST as a Probationary Affiliate in accordance with **Rule 5.4** and on such additional terms and conditions as are determined by the Board.
- e) Continued affiliation of a Club or VMR may be subject to challenge or a requirement to show cause why the affiliation should be continued if the Club or VMR fails to comply with all or any of the following procedures:
 - i. Carry out and perform the duty of patrolling obligations in accordance with their approved Lifesaving Agreement.
 - ii. Comply with written requests and directions as detailed by SLST from time to time.
 - iii. Remain financial within the State Centre as provided for in **Rule 8.2**.

- f) Each Auxiliary Organisation which has been authorised by SLST shall apply for affiliation and if granted such affiliation shall remain in force until terminated by SLST.
- g) The initial application for affiliation shall be accompanied by Rules or a framework of rules under which the applying body intends to operate and such Rules shall be subject to approval or otherwise of SLST.
- h) Changes or amendments to the Rules, etc., of affiliated and/or auxiliary organisations must not conflict with the Rules, Regulations or policies of SLST.
- i) In accordance with **Rule 5.4 (d)(iii)**, SLST may at any time appoint one or more people to administer an Affiliate or its assets if, in the Board's reasonable opinion:
 - a) the Affiliate is experiencing, or might experience, serious administrative, governance, operational or financial difficulties such as
 - i. experiencing financial difficulties, and unable to pay debts when they fall due,
 - ii. receiving an unfavourable Auditor's report,
 - iii. being subject to an investigation by a Government agency e.g. Police, Australian Tax Office, etc,
 - iv. having unsatisfactory (non-approved) insurances,
 - v. being unable or unwilling to satisfy its debts to SLST,
 - vi. bein unable to, or not, upholding the reputation or objects of SLST,
 - vii. having difficulty, or not, fulfilling its lifesaving or administrative obligations and/or responsibilities,
 - viii. failing to comply with SLSA and/or SLST policies, rules etc; and/or
 - ix. experiencing internal management conflicts e.g. factional problems.
 - b) it is in the best interests of surf life saving, the Affiliate or its members that all or some of the operations, affairs, conduct or management of the Affiliate be investigated, reviewed or externally administered or assisted; or
 - c) the Affiliate has acted or proposes to act contrary to law, the Rules or Regulations.
- j) Affiliates must:
 - i. promptly provide to the appointed person all documents, records and assistance (including the execution of documents or instruments) reasonably requested by the appointed person from time to time; and,
 - ii. indemnify the appointed person, SLST and SLST's officers and employees against all liabilities incurred by the administrator in the exercise or purported exercise of his or her powers.
- k) A person appointed to administer an Affiliate or its assets;
 - i. is an agent of the Affiliate which alone shall be responsible for the appointed person's acts and defaults;
 - ii. notwithstanding this, must act in the interests of SLST and surf life saving;
 - iii. subject to the terms of the administrator's appointment, may exercise all of the powers of the Affiliate and has power to do all things necessary or convenient to be done for or in connection with, or incidental to, the attainment of the objectives for which the administrator was appointed;
 - iv. must report to SLST about the affairs of the Affiliate and the appointed person's activities when required by SLST to do so;

- v. may make recommendations to the Affiliate and SLST about the affairs of the Affiliate or the matters the subject of the person's appointment; and
 - vi. may be removed from office at any time by SLST.
- l) Where SLST considers, or is advised, that an Affiliate has allegedly:
- i. breached, failed, refused or neglected to comply with a provision of the Rules or Regulations or any resolution of SLST; or
 - ii. acted in a manner prejudicial to the objects and interests of SLST or surf life saving; or
 - iii. brought SLST, any Affiliate or surf life saving into disrepute; or
 - iv. refused without lawful excuse to implement any or all directions or recommendations made by an administrator appointed by SLST;

SLST may, in addition to its other rights or powers at law or under the Rules and Regulations and after allowing the Affiliate the reasonable opportunity to explain, adjudicate and if necessary impose upon the Affiliate such penalty as SLST considers appropriate.

6.3 *Category Policy*

In relation to membership categories, Section 4 of the SLSA Regulations applies in regard to categories of membership and the minimum qualifications for different categories

7. **VOTING RIGHTS**

Membership voting rights of Affiliates shall be as per the Affiliate's constitution but generally will be limited to Active, Reserve Active, Long Service and Life Members.

7.1 *Competitive Rights Transfers And Process*

A Member of an Affiliate who desires to transfer competitive rights to another Affiliate during the currency of a competition season must follow the process in the SLSA Competitive Rights Transfer Policy.

7.2 *Membership Clearances And Process*

Any Member of an Affiliate, who desires to join another Affiliate but still retain membership of their present Affiliate, or any person who has ceased to be a member of an Affiliate but who desires to join another Affiliate, must follow the process in the SLSA Membership Clearances Policy.

7.3 *Member Welfare*

- (a) SLST and Affiliates 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 Affiliates do not condone any form of discrimination, harassment, or abuse of, or by, members.
- (c) All Members shall abide by the relevant SLSA policies with respect to Member Protection and Codes of Conduct as determined 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 Protection Policy, Criminal Convictions Policy and Codes of Conduct to the appropriate authority with their Club, VMR or to the CEO. The CEO shall in accordance with SLSA policies and procedures determine the most appropriate method of dealing with such reports.

8. COLOURS, BADGES AND COMPETITIVE CONDITIONS

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 apply where an Affiliate wishes to use ‘red & yellow” imagery/property:
 - (i) An Affiliate 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 Affiliate’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 Affiliate’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 Affiliate has every right to use its own Club or VMR caps, uniforms and imagery in Tasmania.

8.2 Colours And Badges

- (a) A 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 Affiliates' colours and badges shall not be altered without endorsement of the SLST and 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.

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 Advisor shall appoint Referees, Judges and other Officials and, subject to the SLSA manuals may make rules respecting their powers and duties.

8.4 *State Championships*

- (a) The State Championships shall be conducted annually.
- (b) The Carnival shall be conducted prior to the Australian 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.

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.

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, carnivals 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 may attract disciplinary sanctions under the Regulations which may result in forfeiture of their competitive rights set out in **Regulation 8.6(a)** above.

9. **VISITS AND TOURS**

9.1 *Inter-Club Interstate Visits*

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:

- (a) They shall make application to SLST for permission to make such a visit at least twenty-eight (28) days prior to such visit.
- (b) 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.
- (c) Providing there are no grounds for objection the CEO shall forthwith advise SLSA Board of such a visit.

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 an Affiliate before permission to tour will be granted, unless under special circumstances as approved by SLSA Board.
- (b) SLST shall not in any way be responsible financially for any part of the expenses attributable to any tour by an Affiliate.

- (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 Affiliate shall knowingly select in an overseas touring team any Member who is under any form of suspension or is financially indebted to any Affiliate or SLST.
- (e) No Affiliate 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 SLSA Board has been received.
- (f) At least one month prior to the departure of any Affiliate Team, SLST and SLSA Board 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 Affiliate 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 SLSA Board 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.

9.3 Overseas Tours – Without Invitation

An Affiliate 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 permission to tour has been granted by SLSA.

9.4 Overseas Tours – With Invitation

An Affiliate 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 overseas body after SLSA is satisfied with the invitation, that the application to tour is complete in all details and permission has been granted to tour.

9.5 *Tours To Australia*

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

- (a) If any Affiliate 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 Affiliate is such that it can host a visit having in mind the membership and financial situation of the hosting Club/VMR;
 - (ii) That the proposed visit will not seriously disrupt any programming of the Affiliate 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/VMR or SLST shall supply SLSA with a comprehensive report and achievements of the visit.

10. **DISCIPLINE, PENALTIES AND APPEALS**

10.1 *Discipline*

Subject always to the SLST Constitution the SLSA Complaints Resolution Policy applies to the conduct of disciplinary matters, judiciary matters and appeals.

10.2 *Grievances*

Subject always to the SLST Constitution the SLSA Member Protection Policy applies to report and grievance management.

11. **BADGES, LOGOS AND COMMON SEAL**

[insert]

The Life Member badge:

[insert]

The SLST Logo

[insert]

The Seal of Surf Life Saving Tasmania Inc.