



**SURF LIFE SAVING SYDNEY INCORPORATED  
(SLSS)**

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**BYLAWS**

**BYLAW 1 DUTIES OF OFFICERS**

**1.1 All Directors**

- 1.1.1 Shall be responsible to the SLSS Branch Council for conduct and co-ordination of all matters pertaining to their areas of responsibility.
- 1.1.2 Shall prepare monthly reports for presentation and consideration at SLSS Board of Management (BOM) and SLSS Branch Council Meetings as required on matters within their area of responsibility.
- 1.1.3 Shall ensure implementation of all SLSA and SLSNSW policies relating to their area of responsibility, engage with key stakeholders at such levels, and advise back to their committees no such matters.
- 1.1.4 Shall hold responsibility for the management of programs, activities and officers pertaining to their areas of responsibility.
- 1.1.5 Shall ensure that matters within their responsibility align with the Branch Strategic Plan.
- 1.1.6 Shall, for areas of their responsibility, prepare the budget, monitor expenses and revenues throughout the season, and maintain forecasts of year end projections.
- 1.1.7 Shall ensure attendance at State and National meetings, seminars and conferences including online, as required for areas of responsibility, and represent SLSS at such events.
- 1.1.8 Shall represent the BOM externally at meetings, presentations, AGMs and conferences.
- 1.1.9 Shall chair selection committee panels such as Awards of Excellence, for areas of responsibility.
- 1.1.10 Shall manage the recruitment, selection, onboarding, training and performance of officers for areas of responsibility.
- 1.1.11 Shall ensure that all equipment and assets are maintained and managed appropriately for areas of their responsibility.
- 1.1.12 Shall be responsible for all governance within their area of responsibility, including but not limited to, contribution to Annual Report, submission of Special Event Forms, maintenance of asset register etc.
- 1.1.13 For Directors with responsibility of Committees and Sub Committees, they
- 1.1.13.1 Shall, for each committee or sub committee meeting which they chair, ensure agenda is prepared and circulated, reports are submitted, minutes are taken and circulated.
- 1.1.13.2 Shall represent their committees at all SLSS BOM and SLSS Branch Council meetings, or arrange for alternate representative, and shall represent any sub committee at their respective committee meetings as well as SLSS BOM and SLSS Branch Council meetings, or arrange for alternate representatives
- 1.1.13.3 Shall ensure effective management of their respective committees or sub committees in all of its operations as well as any other related appropriate meetings as required.
- 1.1.13.4 Shall ensure that any responsible committee or sub committee has a structure that meets the needs of the Branch.

**1.2 President**

- 1.2.1 Shall preside at all meetings of the SLSS Branch Council and functions held by SLSS;
- 1.2.2 Shall have a deliberative and casting vote;
- 1.2.3 Shall be responsible for ensuring that all office bearers perform their duties in accordance with the Constitution and Bylaws of SLSS;
- 1.2.4 Shall be an ex-officio member of all Committees (except Judiciary Committee) formed under the Constitution and Bylaws.
- 1.2.5 Shall be the Delegate to Surf Life Saving New South Wales meetings

**1.3 Deputy President**

- 1.3.1 Shall assume the role of the SLSS President in their absence;
- 1.3.2 Shall represent the SLSS President and do all tasks necessary at SLSS Branch Council and SLSS BOM meetings and other functions in their absence.

**1.4 Director of Administration**

- 1.4.1 Shall be the Public Officer for the purposes of the NSW Incorporations Act.
- 1.4.2 Shall maintain a register of the names and addresses of all members in whom the control of the Branch is vested.
- 1.4.3 Shall compile an agenda paper for Branch meetings and must ensure the taking and storage of minutes of such meetings.
- 1.4.4 Shall distribute notices of all meetings and the business to be transacted thereat to members in accordance with the Constitution.
- 1.4.5 Shall be responsible for the correspondence of the Branch and the custody of all documents belonging to the Branch and for the disposition thereof.
- 1.4.6 Shall draft of the Annual Report, arrange for its printing and circulation to all Branch Officers and to Club Secretaries.
- 1.4.7 Shall be an ex-officio member of the Constitution Committee and the Life Membership and Honours Committee.

- 1.4.8 Distribute authorised communication in accordance with Bylaw 16.
- 1.5 Director of Finance**
- 1.5.1 Shall ensure that all money due to SLSS is collected and received and that all payments authorised by SLSS are made.
- 1.5.2 Shall ensure that correct books and accounts are kept showing the financial affairs of SLSS including full details of all receipts and expenditure connected with the activities of SLSS.
- 1.5.3 Shall cause all money to be lodged to the credit of SLSS at the approved financial institution.
- 1.5.4 Shall at least monthly and at other times as required, prepare financial statements showing details of receipts and expenditure and particulars relating to accounts payable since the previous statement together with bank passbooks and statements reconciling the balance shown therein with the balance as shown on the cash book.
- 1.5.5 Shall prepare accounts of SLSS as requested by the BOM or a SLSS Branch Council meeting.
- 1.5.6 Shall once each year prepare a statement of income and expenditure together with balance sheet showing the financial position of SLSS as at the date of the close of the financial year and arrange for presentation to the auditors for audit.
- 1.5.7 Shall maintain an inventory of all assets of SLSS.
- 1.5.8 Shall arrange insurance on assets and for all risks that SLSS may require.
- 1.6 Director of Lifesaving and Rescue Services**
- 1.6.1 Shall, as minimum, hold Surf Lifesaving awards Certificate II in Public Safety (Aquatic Rescue) (Bronze Medallion) and Silver Medallion Beach Management or equivalent; Rescue Services experience and time served on LSRS is desirable. Should have a minimum of 7 years patrolling experience.
- 1.6.2 Shall chair the Lifesaving and Rescue Services Committee
- 1.6.3 Shall oversee the management of Rescue Services
- 1.6.4 Shall ensure Clubs develop and implement effective Beach Management Plans;
- 1.7 Director of Education**
- 1.7.1 Shall, as minimum, be a current Trainer and Assessor holding a Surf Lifesaving Award and shall hold a Certificate IV Training & Assessment or a relevant degree qualification. Should have minimum of five (5) years experience in managing adult teams in the workplace and high level communication skills.
- 1.7.2 Shall chair the Education Committee
- 1.7.3 Shall work with Branch President, Club Presidents, the Education Committee, Chief Instructors and SLSNSW Academy Support Officers to develop a Branch Education Development Plan using outcomes from Club sustainability process, Educheck process, Trainer, Assessor & Facilitators (TAFs)
- 1.8 Director of Surf Sports**
- 1.8.1 Shall, as a minimum, be a currently accredited Surf Sports Official
- 1.8.2 Shall chair the Surf Sports Committee
- 1.8.3 Shall oversee and be responsible for carnival logistics including venues and dates annually
- 1.9 Director of Membership**
- 1.9.1 Shall chair the Membership Committee;
- 1.9.2 Shall chair the SLSS LMHC on alternate seasons with the SLSS Director of Administration.
- 1.10 Director of Youth and Junior Development**
- 1.10.1 Shall, as a minimum, meet the following
- 1.10.1.1 hold and maintain the Junior Activities Chair Award and the Age Managers Award
- 1.10.1.2 hold a valid NSW Working With Children Check and ensure all members of the Y&JD Committee over 18 years also hold and maintain a valid NSW Working With Children Check.
- 1.10.1.3 It is highly recommended they also hold and maintain the surf Bronze Medallion award.
- 1.10.2 Shall chair the Youth and Junior Development Committee;
- 1.10.3 Shall promote the implementation of all SLSA and SLSNSW policies relating to Child Safety and the Safety of Children and Young Persons (CYP)
- 1.11 Filling of Director Roles**
- 1.11.1 Director roles will be filled in accordance with the Constitution
- 1.11.2 Where a temporary, non-ongoing absence occurs, the BOM will appoint an officer to the role for the duration of the vacancy
- 1.11.3 A Director cannot hold any other Branch Officer or Branch Executive role unless authorised within these Bylaws
- 1.11.3.1 A newly appointed Director has fourteen (14) days to resign from any Club Executive Role

## BYLAW 2 STANDING COMMITTEES AND SUB-COMMITTEES

### 2.1 Standing Committees

2.1.1 The Standing Committees, which shall be elected each year at the Annual Election Meeting of SLSS in accordance with the qualifications stated in these Bylaws, shall be as identified in Table 1:

(Sub)Committee	Chair/Lead	Responsible Director	Quorum	Meeting Frequency	Relevant Bylaws
Lifesaving and Rescue Services Committee	Director Lifesaving and Rescue Services	Director Lifesaving and Rescue Services	5	Monthly	Bylaw 3, Bylaw 4
Education Committee	Director Education	Director Education	4	Monthly	Bylaw 3, Bylaw 5
Surf Sports Committee	Director Surf Sports	Director Surf Sports	4	Monthly	Bylaw 3, Bylaw 6, Bylaw 15
Membership Committee	Director Membership	Director Membership	3	Monthly	Bylaw 3, Bylaw 7
Youth and Junior Development Committee	Director Youth and Junior Development	Director Youth and Junior Development	4	Monthly	Bylaw 3, Bylaw 8
Constitution Committee	Internally appointed	Director of Administration	3	As Required	Bylaw 3, Bylaw 9
Finance and Compliance Committee	Financial Advisor	Director of Finance	3	At least 3 times yearly	Bylaw 3, Bylaw 10
Life Membership and Honours Committee	Director of Administration + Director of Membership	Director of Administration + Director of Membership	5	As Required	Bylaw 3, Bylaw 11
Competition Selection Sub Committee	Director of Surf Sports	Director of Surf Sports	3	As Required	Bylaw 3, Bylaw 13, Bylaw 14

Table 1 – SLSS Committee Structure

### 2.2 Election to Committees

- 2.2.1 The BOM will call for expressions of interest from appropriately qualified members to fill Committee roles for the terms identified for each role as stated within these Bylaws, be it the annual election meeting or on the occasion of a casual vacancy.
- 2.2.2 Officer roles may be filled through one of two processes.
- 2.2.2.1 Officers with specific roles will be elected on a one to one basis.
- 2.2.2.2 Officers with no specific roles will be filled from a Support Pool as identified in Bylaw 12, which members will nominate for, and be elected to.
- 2.2.2.2.1 Members from the Support Pool will be allocated at the discretion of the Responsible Director or overseeing Officer in accordance with their relevant qualifications and experience.
- 2.2.3 Where equal or fewer nominations are received than roles available, all nominations will be automatically appointed.
- 2.2.4 Where multiple nominations are received prior to the closing date, the BOM will consider recommendations from the relevant director regarding the nominees and may provide a recommendation to the Branch Council.
- 2.2.5 These roles will be voted on at the Branch Annual Election Meeting (AEM), including any recommendation from the BOM.
- 2.2.6 A member (other than a director, addressed at Bylaw 1.11.3) unless authorised within these Bylaws is unable to hold more than;
- 2.2.6.1 one Branch Manager role within a single portfolio
- 2.2.6.2 two Branch Officer roles in total within a single portfolio, and
- 2.2.6.3 four Branch roles across the Branch
- 2.2.7 Where a role remains unfilled at the conclusion of the AEM, the position may be filled throughout the season by direct appointment by the responsible committee.
- 2.2.8 Where a vacancy occurs mid season, the responsible committee may appoint an officer to the role for the duration of the vacancy
- 2.2.9 All nominees for officers must be 18 (eighteen) years of age, except for identified roles within the YJDC which must be 14 (fourteen) years of age.

## **BYLAW 3            MEETINGS OF STANDING COMMITTEES AND SUB-COMMITTEES**

### **3.1            Notice**

- 3.1.1        Written notice of a meeting of Standing Committees and Sub-Committees shall be given to each member of the Committee at least forty eight (48) hours (or such period as may be unanimously agreed upon by the members of the, Standing Committees and Sub Committees) before the time appointed for the holding of the meeting.
- 3.1.2        Notice of a meeting given under Bylaw 3.1.1 shall specify the general nature of the business to be transacted at the meeting.
- 3.1.3        Notice must also include a meeting venue. Meetings may be held in person, electronically or hybrid.

### **3.2            Quorum**

- 3.2.1        No business shall be transacted by a Standing Committee and Sub Committees unless a quorum is present. In the event that within thirty (30) minutes after the time appointed for the meeting a quorum is not present the a subsequent meeting must be scheduled within the next seven (7) days, and all members notified of the details.
- 3.2.2        If at the adjourned meeting a quorum is not present within thirty (30) minutes after the time appointed for the meeting, the meeting shall be abandoned.
- 3.2.3        Unless otherwise stated, a quorum shall be when one third of voting members are present.

### **3.3            Visitors**

- 3.3.1        Visitors and/or observers may attend meetings of the Committee by prior agreement of the meeting chairperson.
- 3.3.2        Visitors must seek permission forty eight (48) hours prior to the meeting.
- 3.3.3        Visitors must identify any interests, such as their surf club and relationship to the committee in their request
- 3.3.4        Request can be denied should sensitive matters be identified under Bylaw 3.1.2.

### **3.4            Voting**

- 3.4.1        All listed voting members, including the Committee Chairperson, shall be entitled to one (1) vote only on any resolution at all meetings of the Committee at which they are present in person or by alternate.
- 3.4.2        In the case of a tied ballot, the Chairperson has a further casting vote.
- 3.4.3        Voting shall be by the voices, or show of hands, at the request of any member.
- 3.4.4        No secret ballots will be held at Committee and Subcommittee meetings.
- 3.4.5        The Chairperson may appoint tellers to assist him in counting a vote by show of hands or division.

### **3.5            Minutes**

- 3.5.1        The Director or their nominee, shall cause full and accurate minutes of their Committee meetings to be recorded. The Director shall be responsible for the compilation and distribution of such minutes.
- 3.5.2        The minutes of the meeting shall be promptly distributed to members of the Committee and the BOM.

### **3.6            Chairperson**

- 3.6.1        The Director will hold the Chairperson role for all portfolio committees unless a differing process is identified below.
- 3.6.2        In the absence of the Director, a committee may identify in these bylaws an alternate position, which will have the role of Chairperson to carry such tasks for the duration of such absence
- 3.6.3        In the event that the Director, and any identified alternate position, are absent for a committee meeting, the meeting shall appoint one of its members to act as Chairperson for the duration of the absence.
- 3.6.4        In the event of any matter being brought before any Annual or General Meeting, which affects the Chairperson of the meeting, or in which he may be interested, they shall vacate the Chair and the meeting shall elect an interim Chairperson until such matter is dealt with.

### **3.7            Composition**

- 3.7.1        The Portfolio Committees shall have the authority to co-opt the services of other persons including officers, chairpersons of Committees or Sub-Committees to provide advice and/or assistance on specific matters from time to time.
- 3.7.2        Additional positions may be appointed to the Portfolio Committees. However, they shall not be entitled to a vote on any matter

### **3.8            Appropriate Behaviour**

- 3.8.1        Any member desiring to speak shall address the Chairperson respectfully.
- 3.8.2        o member shall use offensive or unbecoming words.
- 3.8.3        Any Officer or Delegate guilty of unbecoming conduct at any SLSS meeting, may be called upon by the Chair of the meeting to retract and apologise for same, and may be dealt with as appropriate.
- 3.8.4        Such Officer or Delegate shall, if required, retire whilst their conduct is being discussed.
- 3.8.5        No member shall interrupt another while speaking, except on a point of order.



## **BYLAW 4            LIFESAVING and RESCUE SERVICES COMMITTEE (LRSC)**

### **4.1            The Lifesaving and Rescue Services Committee (LRSC)**

- 4.1.1        LRSC is authorised by the Constitution of Surf Life Saving Sydney and its membership is defined in these Bylaws.
- 4.1.2        The LRSC shall be chaired by the Director of Lifesaving and Rescue Services.
- 4.1.3        Duties and responsibilities shall be as follows.

### **4.2            LRSC Charter**

- 4.2.1        To assist the Director of Lifesaving & Rescue Services in the implementation of all SLSA and SLSNSW policies relating to Lifesaving and Rescue Services
- 4.2.2        The LRSC reports to the SLSS Branch Council and to the SLSS BOM via the Director of Lifesaving & Rescue Services or their nominee
- 4.2.3        The LRSC shall be responsible for the development and implementation of the strategic lifesaving business of SLSS. This will be through monitoring, evaluating, reporting, influencing, initiating and determining (within limits of delegated authority) activities and programs designed to meet SLSA objectives.
- 4.2.4        The LRSC shall have power to activate matters falling within its orbit of operations provided that specific referrals by the SLSS Branch Council are the subject of recommendations to the SLSS Branch Council for endorsement or otherwise.
- 4.2.5        The LRSC may create and regulate Sub-Committees, to achieve the purposes of the LRSC and SLSS.

### **4.3            LRSC Responsibilities**

- 4.3.1        Be responsible for the development and implementation of strategic lifesaving plans aligned with the SLSS Strategic Plan.
- 4.3.2        Review, develop and maintain lifesaving rules, policies, standards and lifesaving manuals for SLSS.
- 4.3.3        Review, develop and maintain the annual patrol obligations for SLSS.
- 4.3.4        Encourage members, groups and teams to realise their potential.
- 4.3.5        Review, develop and conduct lifesaving events for SLSS.
- 4.3.6        Encourage the expansion of services.
- 4.3.7        Attend to matters referred by the SLSS Branch Council or the BOM.
- 4.3.8        Shall approve or reject all applications for Lifesaving Service awards submitted by members.

### **4.4            LRSC Composition**

- 4.4.1        The LRSC shall be composed of the following roles
  - 4.4.1.1      Director of Lifesaving & Rescue Services
  - 4.4.1.2      Manager Lifesaving
  - 4.4.1.3      Manager Rescue Services
  - 4.4.1.4      Area Lifesaving Coordinators (4 positions)
  - 4.4.1.5      ORB Coordinator
  - 4.4.1.6      RWC Coordinator
  - 4.4.1.7      Duty Officer Coordinator
  - 4.4.1.8      UAV Coordinator
  - 4.4.1.9      Emergency Management Coordinator
  - 4.4.1.10     ORB Deputy Coordinator (non-voting)
  - 4.4.1.11     ORB Training Coordinator (non-voting)
  - 4.4.1.12     ORB Gear & Equipment Coordinator (non-voting)
  - 4.4.1.13     Deputy Duty Officer Coordinator (non-voting)
  - 4.4.1.14     Deputy RWC Coordinator (non-voting)
  - 4.4.1.15     Youth Lifesaving Coordinator (non-voting)
- 4.4.2        All members, excluding the Director, are appointed for twelve (12) months at the SLSS Annual Election Meeting
- 4.4.3        All members are appointed in accordance with Bylaw 2.2.2.1

### **4.5            LRSC Meetings**

- 4.5.1        LRSC meetings shall be held monthly; or
- 4.5.2        As directed by the SLSS Branch Council or SLSS BOM.
- 4.5.3        The quorum for any LRSC meeting shall be at least five (5) voting members.

### **4.6            Joint EC and LRSC Meetings**

- 4.6.1        LSRS and EC shall hold a minimum of three (3) joint meetings during the year.
- 4.6.2        Agenda items for each meeting shall be proposed by each Director
- 4.6.3        A quorum of shall be six (6) voting members, and no less than two (2) voting members from either the LRSC or the EC.
- 4.6.4        Minutes of the joint meetings will require the endorsement of both LRSC and EC.
- 4.6.5        The chairperson will alternate between DLSRS and DE.

- 4.7 LRSC Executive Officers**
- 4.7.1 The LRSC Executive will consist of
- 4.7.1.1 Director of Lifesaving & Rescue Services,
- 4.7.1.2 Lifesaving Manager, and
- 4.7.1.3 Rescue Services Manager.
- 4.7.2 The LRSC Executive shall ensure compliance and alignments with SLSS Branch Strategic Plan.
- 4.7.3 The LRSC Executive shall meet as required to decide on matters of urgency between formal LRSC meetings.
- 4.7.4 All minutes and decisions shall be ratified by the LRSC.
- 4.7.5 A quorum shall be two (2) members of the LRSC Executive
- 4.8 Director of Lifesaving and Rescue Services**
- 4.8.1 The qualifications and general responsibilities for the Director of Lifesaving and Rescue Services shall be as defined in Bylaw 1.1 + 1.6
- 4.9 Manager Lifesaving**
- 4.9.1 Qualifications**
- 4.9.1.1 Shall hold a current certificate II Aquatic Rescue (Aquatic Rescue) (Bronze Medallion)
- 4.9.1.2 Shall have a proven knowledge and ability in Lifesaving Operations
- 4.9.1.3 Shall have a minimum of five (5) years patrolling experience
- 4.9.2 General Responsibility**
- 4.9.2.1 Shall be responsible to the Director of Lifesaving & Rescue Services
- 4.9.2.2 Shall ensure SLSS Lifesaving matters align with the Branch Strategic Plan.
- 4.9.2.3 In conjunction and consultation with appropriate members of the Lifesaving Sub-Committee liaise and advise LSRS Committee on matters relating to lifesaving operations and management.
- 4.9.2.4 Be responsible to maintain a satisfactory level of communication and liaison with Clubs, officers and committees of SLSS.
- 4.9.3 Duties**
- 4.9.3.1 Submit a written report on all activities to the Lifesaving and Rescue Services Committee as required
- 4.9.3.2 Manage the Operational Area Lifesaving Coordinators of SLSS.
- 4.9.3.3 Shall negotiate the 'Lifesaving Service Agreements' with all Branch Clubs and affiliated bodies. The outcome of negotiations will then be delivered to LRSC for endorsement and forwarded to the BOM and Branch Council for adoption.
- 4.9.3.4 Maintain a close liaison with relevant officers from within the levels of SLSA and external agencies to ensure that best practice in relation to lifesaving is maintained.
- 4.9.3.5 Be prepared to attend relevant meetings as requested and submit reports and recommendations to those meetings as necessary.
- 4.9.3.6 Shall implement all SLSA, SLSNSW and SLSS Policies, Procedures and Circulars and Bulletins relating to lifesaving.
- 4.9.3.7 Manage and organise the annual Gear Inspection for all Clubs annually including attending the Gear Inspection Day.
- 4.9.3.8 Organise Club Captain and pre-season briefing meetings where needed to ensure Clubs are appropriately briefed on Lifesaving matters
- 4.10 Manager Rescue Services**
- 4.10.1 Qualifications**
- 4.10.1.1 Shall be the holder of a current Cert III Aquatic Search and Rescue (or higher).
- 4.10.1.2 Shall be a current and proficient Rescue Services member within the Branch
- 4.10.1.3 Shall have a minimum of five (5) year experience in Rescue Services
- 4.10.2 General Responsibility**
- 4.10.2.1 Shall be responsible to the Director of Lifesaving & Rescue Services
- 4.10.2.2 In conjunction and consultation with appropriate members of the Rescue Services Sub-Committee liaise and advise on matters relating to rescue services, support operations and emergency management.
- 4.10.3 Duties**
- 4.10.3.1 On all matters of Rescue Services policy, communicate through the Director to the SLSS Branch Council and the BOM.
- 4.10.3.2 Manage the emergency response systems of SLSS.
- 4.10.3.3 In conjunction with the relevant officers, manage the Rescue Services provided by SLSS.
- 4.10.3.4 Act as a SLSS senior Duty Officer, answering requests for assistance coordinating emergency responses. (This function can be delegated but responsibility rests with the Manager Rescue Services).
- 4.10.3.5 Maintain a close liaison with relevant officers from other statutory and volunteer rescue agencies
- 4.10.3.6 In conjunction with the appropriate officers and member(s), discuss and draft recommendations to the Director of Lifesaving and Rescue Services regarding changes in the teaching and application of Rescue Services and equipment.
- 4.10.3.7 Manage the recruitment, selection, training and performance of the SLSS duty Officers.

- 4.10.3.8 Be prepared to attend relevant meetings as requested and submit reports and recommendations to those meetings as necessary.
- 4.10.3.9 Be responsible to maintain a satisfactory level of communication and liaison with relevant officers and committees of SLSS.

#### **4.11 Emergency Management Coordinator**

##### **4.11.1 Qualifications**

- 4.11.1.1 Shall hold current Emergency Management qualifications
- 4.11.1.2 Shall have current Emergency Management experience and be current in Rescue Services

##### **4.11.2 General Responsibility**

- 4.11.2.1 Shall be responsible to the Manager Rescue Services on matters relating to the interface between SLSS and the Sydney Emergency Management Committees.

##### **4.11.3 Duties**

- 4.11.3.1 Responsible for interface between SLSS and the Sydney Emergency Management Committees.

#### **4.12 Offshore Rescue Boat (ORB) Coordinator**

##### **4.12.1 Qualifications**

- 4.12.1.1 Shall hold a current ORB award.
- 4.12.1.2 Shall have at least five (5) years experience on the Offshore Rescue Boat.

##### **4.12.2 General Responsibility**

- 4.12.2.1 Shall be responsible to the Manager Rescue Services on matters relating to the development, operation, technical specifications of surf lifesaving ORB operations and the instruction and qualifications of operators of surf lifesaving ORB's.

##### **4.12.3 Duties**

- 4.12.3.1 Responsible for advising on all matters relating to the manufacture and specification of ORB and ancillary equipment used within surf lifesaving operations.
- 4.12.3.2 Responsible for the selection and formation of study groups to investigate specific projects.
- 4.12.3.3 Generally be aware of the operational and safety aspects of surf lifesaving ORBs and prepare if requested, suggested alterations to those systems.
- 4.12.3.4 Responsible to provide assistance to the Education Manager on matters in regards to training and assessment of awards relating to the operation of ORBs.
- 4.12.3.5 Prepared to attend relevant meetings upon request, and submit reports and recommendations to those meetings as necessary.
- 4.12.3.6 Responsible to maintain a level of communication and liaison with their counterpart ORB officers in other Branches, State Centre or kindred organisations.
- 4.12.3.7 Available to provide advice, leadership and guidance to the ORB services operating within the Branch.

#### **4.13 Rescue Water Craft (RWC) Coordinator**

##### **4.13.1 Qualifications**

- 4.13.1.1 Shall hold a current RWC award.
- 4.13.1.2 Shall have at least five (5) years experience on the RWC.

##### **4.13.2 General Responsibility**

- 4.13.2.1 Shall be responsible to the Manager Rescue Services on matters relating to the development, operation, technical specifications of surf lifesaving RWC operations and the instruction and qualifications of operators of surf lifesaving RWC's.
- 4.13.2.2 Shall where sponsorship, marketing, funding and SLSSA policy are involved, consult with the Director of Administration or their nominee.

##### **4.13.3 Duties**

- 4.13.3.1 Responsible for advising on all matters relating to the manufacture and specification of RWC's and ancillary equipment used within surf lifesaving operations.
- 4.13.3.2 Responsible for the selection and formation of study groups to investigate specific projects.
- 4.13.3.3 Generally be aware of the operational and safety aspects of surf lifesaving RWCs and prepare if requested, suggested alterations to those systems.
- 4.13.3.4 Responsible to provide assistance to the Education Manager on matters in regard to training and assessment of awards relating to the operation of RWCs.
- 4.13.3.5 Prepared to attend relevant meetings upon request and submit reports and recommendations to those meetings as necessary.
- 4.13.3.6 Responsible to maintain a level of communication and liaison with their counterpart RWC officers in other Branches, State Centre or kindred organisations.
- 4.13.3.7 Available to provide advice, leadership and guidance to the RWC services operating within the Branch.

#### **4.14 Duty Officer Coordinator**

##### **4.14.1 Qualifications**

- 4.14.1.1 Shall hold a Cert II Aquatic Rescue (BM)
- 4.14.1.2 Shall be a financial and proficient member of a SLSS Club
- 4.14.1.3 Hold the position of Duty Officer

##### **4.14.2 General Responsibility**

- 4.14.2.1 Shall be responsible to the Manager Rescue Services on matter relating to the development, operation, technical specifications of surf lifesaving Duty Officer operations and the instruction and qualifications of Duty Officers.
- 4.14.2.2 Provide leadership to Duty Officers and have the authority to run the day-to-day operations of the Duty Officers team under the guidance of the Manager, Rescue Services.
- 4.14.2.3 Act as the Duty Officers liaison for clubs and other Rescue Services areas.
- 4.14.2.4 Manage Duty Officers vehicles.
- 4.14.2.5 Manage the resources of the Duty Officers team with functional equipment
- 4.14.2.6 manage the appointment, recruitment, termination, and training of the Duty Officers team under the guidance of the Manager Rescue Services
- 4.14.3 Duties**
- 4.14.3.1 Manage, compile, and disseminate operational requests and information from internal and external agencies to Duty Officers.
- 4.14.3.2 Manage Duty Officer compliance with Standard Operating Procedures and Branch expectations.
- 4.14.3.3 Provide recommendations to SLS assets and external agencies following incidents, if required, to achieve the best possible outcome.
- 4.14.3.4 Collate and disseminate (for filing) accurate operational incident logs from Duty Officers if required following incidents.
- 4.14.3.5 Complete Duty Officer rostering and ensure compliance with agreed staffing levels (or LSA requirements).
- 4.14.3.6 Monitor and review WHS reports from Duty Officers for SLSS personnel following activities if required.
- 4.14.3.7 Complete reports, as required, to the Rescue Services Manager of activities identifying any issues, incidents or process improvements reported from Duty Officers.
- 4.14.3.8 Immediately escalate any major incidents or serious injuries to the Manager, Rescue Services.
- 4.14.3.9 Manage the allocation, access to, logistics, servicing, operational equipment (First Aid Kits, base radios etc), vehicle diaries and any other vehicle related tasks for Duty Officer Vehicles.
- 4.15 UAV Coordinator**
- 4.15.1 Qualifications**
- 4.15.1.1 Must hold Remote Pilot License (RePL) and endorsement by SLSNSW
- 4.15.2 Duties**
- 4.15.2.1 Coordinate the allocation and distribution of UAV assets, equipment, repairs, maintenance and service.
- 4.15.2.2 Implement UAV operations within Sydney Branch on a rostered and call-out basis.
- 4.15.2.3 Coordinate UAV training and skills maintenance for all Operators with regard to CASA regulations and SLSNSW and SLSS SOP's.
- 4.15.2.4 Liaise with SLSNSW for the planning, execution and review of all UAV operations and training.
- 4.15.2.5 Maintain a UAV asset register and be accountable for all equipment and resources.
- 4.16 Area Lifesaving Coordinators (Waverley, Randwick, Bate Bay, RNP)**
- 4.16.1 Qualifications**
- 4.16.1.1 Shall hold a Cert II Aquatic Rescue (Bronze Medallion)
- 4.16.1.2 Shall be a financial and proficient member of a SLSS Club
- 4.16.1.3 Shall have a proven knowledge and ability in the operation and administration of Patrols at a Club level and have gained the Silver Medallion Basic Beach Management or Silver Medallion Patrol Captain.
- 4.16.2 General Responsibilities**
- 4.16.2.1 Shall be responsible to the SLSS Lifesaving Manager on matters relating to the development, operation, and technical specifications of surf lifesaving standards from a Club perspective.
- 4.16.3 Duties**
- 4.16.3.1 Prepared to attend LRSC and Area Meetings upon request, and submit reports and recommendations to those meetings as necessary giving a Club perspective on these matters.
- 4.16.3.2 Available to provide advice, leadership and guidance to Club Captains within their Operational areas, Maintaining a high level of engagement at all times.
- 4.16.3.3 Responsible for advising on all matters relating to the manufacture and specification of patrol or lifesaving equipment raised by Clubs.
- 4.16.3.4 Be aware of the operational and safety aspects of surf lifesaving and prepare if requested, suggested alterations to those systems.
- 4.16.3.5 Responsible for maintaining a level of communication and liaison with Club Captains with their Operational Area.
- 4.16.3.6 Perform Patrol audits based on the SLNSW audit program Guidelines.
- 4.17 Youth Lifesaving Coordinator**
- 4.17.1 As appointed to the Youth and Junior Development Committee at Bylaw 8.9
- 4.17.2 Is welcome at all LRSC meetings as a non-voting member
- 4.17.3 Provides input to the LRSC meeting from a youth perspective
- 4.17.4 Provides feedback to the YJDC meeting on their engagement with the LRSC

## **BYLAW 5            EDUCATION COMMITTEE**

### **5.1            The Education Committee (EC)**

- 5.1.1        The EC is authorised by the Constitution of Surf Life Saving Sydney and its membership is defined in these Bylaws.
- 5.1.2        The EC shall be chaired by the Director Education.
- 5.1.3        Duties and responsibilities shall be as follows.

### **5.2            EC Charter**

- 5.2.1        To assist the Director of Education in the implementation of all SLSA and SLSNSW policies relating to Education and Training;
- 5.2.2        The EC reports to the SLSS Branch Council and to the SLSS BOM via the Director of Education or their nominee
- 5.2.3        The EC shall be responsible for the development and implementation of the strategic education business of SLSS. This will be through monitoring, evaluating, reporting, influencing, initiating and determining (within limits of delegated authority) activities and programs designed to meet SLSA objectives.
- 5.2.4        The EC shall have power to activate matters falling within its orbit of operations provided that specific referrals by the SLSS Branch Council are the subject of recommendations to the SLSS Branch Council for endorsement or otherwise.
- 5.2.5        The EC may create and regulate Sub-Committees, to achieve the purposes of the EC and SLSS.

### **5.3            EC Responsibilities**

- 5.3.1        Be responsible for the development and implementation of strategic education plans aligned with the SLSS Strategic Plan.
- 5.3.2        Review, develop and maintain education rules, policies, standards and manuals for SLSS.
- 5.3.3        Review, develop and maintain the annual training and assessment obligations for SLSS.
- 5.3.4        Encourage members, groups and teams to realise their potential.
- 5.3.5        Review, develop and conduct education events for SLSS.
- 5.3.6        Attend to matters referred by the SLSS Branch Council or the BOM.
- 5.3.7        Shall approve or reject all applications for Education Service awards submitted by members

### **5.4            EC Composition**

- 5.4.1        The EC shall be composed of the following roles
  - 5.4.1.1      Director of Education
  - 5.4.1.2      Manager Branch Education
  - 5.4.1.3      Area Education Coordinators (4 positions)
  - 5.4.1.4      Advanced Awards Coordinator
  - 5.4.1.5      Powercraft Coordinator
  - 5.4.1.6      TAF Coordinator
  - 5.4.1.7      Youth Education Coordinator (non-voting)
  - 5.4.1.8      Club Directors of Education or equivalent (non voting)
  - 5.4.1.9      All Club Directors of Education have a standing invitation to attend EC meetings as associate members and shall not be entitled to a vote on any matter
- 5.4.2        All members, excluding the Director, are appointed for twelve (12) months at the SLSS Annual Election Meeting
- 5.4.3        All members are appointed in accordance with Bylaw 2.2.2.1

### **5.5            EC Meetings**

- 5.5.1        EC meetings shall be held monthly; or
- 5.5.2        As directed by the SLSS Branch Council or SLSS BOM.
- 5.5.3        The quorum for any EC meeting shall be at least four (4) voting members.

### **5.6            Joint EC and LRSC Meetings**

- 5.6.1        LSRS and EC shall hold a minimum of three joint meetings during the year.
- 5.6.2        Agenda items for each meeting shall be proposed by each Director
- 5.6.3        A quorum of shall be six (6) voting members, and no less than two (2) voting members from either the LRSC or the EC.
- 5.6.4        Minutes of the joint meetings will require the endorsement of both LRSC and EC.
- 5.6.5        The chairperson will alternate between DLSRS and DE.

### **5.7            Director of Education**

- 5.7.1        The qualifications and general responsibilities for the Director of Education shall be as defined in Bylaw 1.1 + 1.7

- 5.8 Manager Branch Education**
- 5.8.1 Qualifications**
- 5.8.1.1 As minimum, shall be a current Trainer and Assessor holding a Surf Lifesaving Award, and a Certificate IV Training & Assessment or a relevant degree qualification.
- 5.8.2 Desirable Experience;**
- 5.8.2.1 Demonstrated minimum 5 years experience in managing adult teams in the workplace
- 5.8.2.2 Ability to work as part of a team
- 5.8.2.3 High level communication skills
- 5.8.3 General Responsibilities**
- 5.8.3.1 Shall be responsible to the Director of Education.
- 5.8.3.2 In conjunction and consultation with appropriate members, liaise and advise on matters relating to the development, training and assessment of patrolling members.
- 5.8.3.3 Manage the Operational Area Education Coordinators of SLSS.
- 5.8.3.4 In conjunction with the relevant officers, manage the recruitment, induction and ongoing development of assessors within SLSS.
- 5.8.3.5 In conjunction with the appropriate officers and member(s) of the Education Committee, discuss and draft recommendations to the Director of Education regarding changes in the teaching and application of lifesaving training and assessment.
- 5.8.3.6 Be prepared to attend relevant meetings as requested and submit reports and recommendations to those meetings as necessary.
- 5.9 Area Education Coordinators x 4 (Waverley, Randwick, Bate Bay, RNP)**
- 5.9.1 Qualifications**
- 5.9.1.1 Should be a current assessor
- 5.9.2 General Responsibilities**
- 5.9.2.1 Shall be responsible to the Manager Education for all education related matters within their allocated area of operation and in general as detailed in Bylaw 5.9.3
- 5.9.3 Duties**
- 5.9.3.1 Co-ordinate assessment activities within their area
- 5.9.3.2 Monitor and report on all matters related to Assessment and Training.
- 5.9.3.3 Ensure that all relevant Education policies, procedure and standards are maintained.
- 5.9.3.4 Promote education processes, procedures and practices to all Clubs in their allocated area.
- 5.9.3.5 Support Clubs with the completion of the Educheck and ensure they are supported to implement recommendations from the process.
- 5.9.3.6 Share state-provided award data with Clubs on an annual basis to support training needs analysis.
- 5.9.3.7 Support Clubs as required to implement an effective and efficient skills maintenance process.
- 5.9.3.8 Work with Clubs to effectively manage the mentor program, including identifying, inducting, supporting and assigning mentors.
- 5.10 Advanced Awards Coordinator**
- 5.10.1 Qualifications.**
- 5.10.1.1 As minimum, shall be a current Trainer holding a Surf Lifesaving Award.
- 5.10.2 General Responsibilities**
- 5.10.2.1 Develop and co-ordinate the Branch Education Calendar in consultation with Club the Directors of Education and Lifesaving Rescue Services to meet the lifesaving needs of Clubs.
- 5.10.2.2 Work with Clubs to promote, encourage participation in and deliver/assess advanced awards in line with Branch / Club Development Plans.
- 5.11 Powercraft Coordinator**
- 5.11.1 Qualifications**
- 5.11.1.1 As minimum, shall be a current Trainer holding a Surf Lifesaving Award and hold a current IRB or RWC Award.
- 5.11.2 General Responsibilities**
- 5.11.2.1 Work with Clubs and Area Education Coordinators to promote, encourage participation in and deliver/assess powercraft awards in line with Branch / Club Development Plans.
- 5.11.2.2 Work with the TAF Coordinator to maximise opportunities across areas for professional development opportunities for new and current TAFs
- 5.12 TAF Coordinator**
- 5.12.1 Qualifications**
- 5.12.1.1 As minimum, shall be a current Trainer holding a Surf Lifesaving Award.
- 5.12.2 General Responsibilities**
- 5.12.2.1 Use all reasonable endeavors to identify members with the potential to take on the Education roles in the future and provide them with experiences to help build their knowledge, skills and confidence.
- 5.12.2.2 Support Club training and assessment through the allocation of probationary and/or additional TAFs if practical/necessary.

- 5.12.2.3 Manage the endorsement process for new TAFs, ensuring applications for Facilitator roles are forwarded to state for endorsement.
- 5.12.2.4 Work with Academy Support Officers to manage the re-endorsement process for existing TAFs, including providing relevant professional development opportunities for TAFs as required

**5.13 Youth Education Coordinator**

- 5.13.1 As appointed to the Youth and Junior Development Committee at Bylaw 8.10
- 5.13.2 Is welcome at all EC meetings as a non-voting member
- 5.13.3 Provides input to the EC meeting from a youth perspective
- 5.13.4 Provides feedback to the YJDC meeting on their engagement with the EC

**5.14 Assessors**

- 5.14.1 Assessors shall meet the requirements as stated in the SLSNSW Education SOPs.

## **BYLAW 6 SURF SPORTS COMMITTEE**

### **6.1 Surf Sports Committee (SSC)**

- 6.1.1 The Surf Sports Committee (SSC) is authorised by the Constitution of Surf Life Saving Sydney and its membership is defined in these Bylaws.
- 6.1.2 The SSC shall be chaired by the Director of Surf Sports.
- 6.1.3 Duties and responsibilities shall be as follows.

### **6.2 SSC Charter**

- 6.2.1 To assist the Director of Surf Sports in the implementation of all SLSA and SLSNSW policies relating to Surf Sports
- 6.2.2 The SSC reports to the SLSS Branch Council and to the SLSS BOM via the Director of Surf Sports or their nominee.
- 6.2.3 The SSC shall be responsible for the development and implementation of the surf sport competition and activities of SLSS. This will be through monitoring, evaluating, reporting, influencing, initiating and determining (within limits of delegated authority) activities and programs designed to meet SLSS objectives.
- 6.2.4 The SSC shall have power to activate matters falling within its scope of operations provided that specific referrals by the Council are the subject of recommendations to the Council for endorsement or otherwise.
- 6.2.5 The SSC may create and regulate Sub-Committees, to achieve the purposes of the SSC and SLSS.

### **6.3 SSC Responsibilities**

- The responsibility of the SSC is to;
- 6.3.1 Supervise and ensure that the conduct of all surf sports competitions and special events conducted by SLSS follow the current SLSA Surf Sports Manual.
- 6.3.2 Promote forward thinking in surf sports, ensure member protection and that SLSS guidelines are followed.
- 6.3.3 Report to the SLSS Branch Council on all matters, progress, developments and agendas of the Surf Sports Committee.
- 6.3.4 Be responsible for the development and implementation of surf sport competition and activities align with the SLSS Strategic Plan.
- 6.3.5 Review, develop and maintain surf sport rules, policies, standards and surf sport manuals for SLSS.
- 6.3.6 Review, develop and maintain surf sport competition and obligations for SLSS.
- 6.3.7 Encourage members, groups and teams to realise their potential.
- 6.3.8 Review, develop and conduct surf sport events for SLSS.
- 6.3.9 Appoint relevant sub-committees to assist the SSC to fulfill its obligations.
- 6.3.10 Provide ongoing education and development of competition officials.
- 6.3.11 Attend to matters referred by the SLSS Branch Council or other Boards.

### **6.4 SSC Composition**

- 6.4.1 The SSC shall be composed of the following roles: -
  - 6.4.1.1 Director of Surf Sports
  - 6.4.1.2 Surf Sports Operations Manager
  - 6.4.1.3 Senior Surf Sports Manager
  - 6.4.1.4 Junior Surf Sports Manager
  - 6.4.1.5 Logistics Manager
  - 6.4.1.6 Surf Sports Administration Manager
  - 6.4.1.7 Officials Manager
  - 6.4.1.8 Surf Sports Safety and Risk Manager
  - 6.4.1.9 Youth Surf Sports Manager
- 6.4.2 The SSC Officers shall be elected for a twenty-four (24) month term at the SLSS Annual Election Meeting.
  - 6.4.2.1 The Surf Sports Operations Manager, Senior Surf Sports Manager, Logistics Manager and Surf Sports Administrative Manager will be elected in even numbered years.
  - 6.4.2.2 The Junior Surf Sports Manager, Officials Manager and Surf Sports Safety and Risk Manager will be elected in odd numbered years.
- 6.4.3 All members are appointed in accordance with Bylaw 2.2.2.1

### **6.5 SSC Meetings**

- 6.5.1 SSC meetings shall be held monthly, or
- 6.5.2 As directed by the SLSS Branch Council or SLSS BOM
- 6.5.3 The quorum for any Surf Sports Committee meeting shall be at least four (4) voting members

### **6.6 Director of Surf Sports**

- 6.6.1 The qualifications and general responsibilities for the Director of Surf Sports shall be as defined in Bylaw 1.1 + 1.8

- 6.7 Surf Sports Operations Manager**
- 6.7.1 Must be a current accredited surf sports official
  - 6.7.2 The Operations Manager shall;
    - 6.7.2.1 Maintain the Surf Life Sydney Surf Sports Calendar
    - 6.7.2.2 Implement and publish all carnival programs, formats, & structures
    - 6.7.2.3 Oversee and assist in the management of all Branch Championships events
    - 6.7.2.4 Oversee and assist the Interbranch Team Coordinator when required
    - 6.7.2.5 Oversee and assist the Officials Coordinator when required
    - 6.7.2.6 Assist the Director by attending meetings and conferences when required.
    - 6.7.2.7 Relieve in the Director's role when required
- 6.8 Surf Sports Administration Manager**
- 6.8.1 Must be a current accredited surf sports official
  - 6.8.2 The Surf Sports Administration Manager shall;
    - 6.8.2.1 Record, maintain and store all Surf Sports Committee Meeting Minutes
    - 6.8.2.2 Provide administrative assistance to all Committee members when required
    - 6.8.2.3 Liaise with the staff of Surf Life Saving Sydney on administrative issues
    - 6.8.2.4 Assist the Director by attending meetings and conferences when required
- 6.9 Senior Surf Sports Manager (Under 14 to Masters)**
- 6.9.1 Must be a current accredited surf sports official
  - 6.9.2 The Senior Surf Sports Manager shall;
    - 6.9.2.1 Coordinate the Branch Open Championships
    - 6.9.2.2 Coordinate the Branch Masters Championships
    - 6.9.2.3 Coordinate the Branch Lifesaving Championships
    - 6.9.2.4 Oversee all Senior Carnival Official Appointments
    - 6.9.2.5 Oversee all Senior carnival administration
    - 6.9.2.6 Ensure all relevant Senior carnival administration is correctly recorded and stored.
    - 6.9.2.7 Assist the Director by attending meetings and conferences when required.
    - 6.9.2.8 Liaise with the Junior Competition Manager re the integration of U14's
- 6.10 Junior Surf Sports Manager (Under 8 to Under 14)**
- 6.10.1 Must be a current accredited surf sports official
  - 6.10.2 The Junior Surf Sports Manager shall;
    - 6.10.2.1 Attend All Nipper Events & Meetings
    - 6.10.2.2 Be a member of the Youth and Junior Development Committee at Bylaw 8.16.
    - 6.10.2.3 Coordinate the Junior Branch Championships
    - 6.10.2.4 Oversee all Junior Carnival Official appointments
    - 6.10.2.5 Oversee all Junior Carnival administration
    - 6.10.2.6 Ensure all relevant Junior Carnival administration is correctly recorded and stored.
    - 6.10.2.7 Assist the Director by attending meetings and conferences when required.
    - 6.10.2.8 Liaise with the Senior Surf Sports Manager re the integration of U14's
- 6.11 Logistics Manager**
- 6.11.1 The Equipment and Logistic Manager shall;
    - 6.11.1.1 Maintain & ensure purchase all Surf Sports related equipment
    - 6.11.1.2 Oversee the appropriate deployment of Branch Surf Sports equipment to carnivals and events
    - 6.11.1.3 Maintain the Branch Trailers and manage their safe storage.
    - 6.11.1.4 Coordinate the towing roster for the Branch Trailers for carnivals and events
- 6.12 Officials Manager**
- 6.12.1 The Officials Manager shall;
    - 6.12.1.1 Oversee and conduct Officials Courses
    - 6.12.1.2 Coordinate the mentoring & development of new Officials
    - 6.12.1.3 Assist in the implementation of policies to enhance the development and development of all Officials
    - 6.12.1.4 Implement and maintain a roster of Club Officials Coordinators
    - 6.12.1.5 Coordinate all Officials Relicensing
    - 6.12.1.6 Coordinate Officials social functions including the Annual Officials Recognition Function
    - 6.12.1.7 Assist the Managers with Officials carnival appointments when required
    - 6.12.1.8 Advise and attend to matters of officials Welfare
- 6.13 Surf Sports Safety Manager**
- 6.13.1 The Surf Sports Safety Manager shall;
    - 6.13.1.1 Advise the Committee on all relevant issues in regard to safety and risk management.
    - 6.13.1.2 Implement and maintain a roster of Safety and Emergency Management Coordinators (SEMC) for all carnivals and events.

- 6.13.1.3 Assist the Senior and Junior Competition Managers to ensure all Safety Policies are implemented and adhered to.
- 6.13.1.4 Ensure all relevant Carnival Safety administration is correctly recorded and stored.

**6.14 Youth Surf Sports Manager**

- 6.14.1 Must be a current accredited surf sports official
- 6.14.2 Youth Surf Sports Manager shall;
  - 6.14.2.1 Attend All Youth Events & Meetings
  - 6.14.2.2 Assist with Development Branch Championships
  - 6.14.2.3 Oversee all Youth Development Carnival administration
  - 6.14.2.4 Ensure all relevant Youth Carnival administration is correctly recorded and stored.
  - 6.14.2.5 Assist the Director by attending meetings and conferences when required.
  - 6.14.2.6 Liaise with the Senior and Junior Surf Sports Managers regarding the integration of Youth
  - 6.14.2.7 Be a member of the Youth and Junior Development Committee at Bylaw 8.11
  - 6.14.2.8 Provides feedback to the YJDC meeting on their engagement with the SSC

**6.15 Assistant Roles**

- 6.15.1 The SSC will include assistant roles to support Managers
- 6.15.2 These roles will be elected for 12 months and have no voting rights and will assist the Managers in the preparation of their duties
  - 6.15.3 The assistant roles include;
    - 6.15.3.1 Operations and Support Assistant
    - 6.15.3.2 Senior Surf Sport Assistant
    - 6.15.3.3 Junior Surf Sport Assistant
    - 6.15.3.4 Equipment and Logistics Assistant

**6.16 Advisory Coordinators**

- 6.16.1 The SSC will call annually for expressions of interest for persons to fill the following non-voting Coordinators:
  - 6.16.1.1 Coaching Coordinator
  - 6.16.1.2 Lifesaving Competition Coordinator
  - 6.16.1.3 RWC Coordinator
  - 6.16.1.4 IRB Coordinator
  - 6.16.1.5 Surf Boat Coordinator
  - 6.16.1.6 R&R Coordinator
  - 6.16.1.7 March Past Coordinator
  - 6.16.1.8 Pool Competition Coordinator
  - 6.16.1.9 Board Riding Coordinator
  - 6.16.1.10 Technical Advisor
- 6.16.2 The Advisory Coordinators will have the following mandatory requirements;
  - 6.16.2.1 Must be a current financial members of a SLSS club, and
  - 6.16.2.2 Must have filled in the appropriate renewal form as laid down by the SSC each season, and
  - 6.16.2.3 Must meet any other criteria required by the SSC from year to year.

**6.17 Coaching Coordinator**

- 6.17.1 The Coaching Coordinator shall;
  - 6.17.1.1 Assist in the development and implementation of appropriate strategies to provide mentoring and development of Sydney Branch club based coaches
  - 6.17.1.2 Attend Coaching Courses and conferences when required
  - 6.17.1.3 Oversee and conduct Coaching Courses
  - 6.17.1.4 Coordinate Branch Coaching Clinics Coordinate all Coaches Reaccreditation
  - 6.17.1.5 Must hold an Accredited Surf Sports Coaching Award

**6.18 Lifesaving Competition Coordinator**

- 6.18.1 The Lifesaving Competition Coordinator shall;
  - 6.18.1.1 Advise Surf Sports Managers (Senior and Junior) on Lifesaving Competition events
  - 6.18.1.2 Assist with the programming & running of Champion Lifesaver events at carnivals
  - 6.18.1.3 Assist with the appointment of Champion Lifesaver Officials for all carnivals
  - 6.18.1.4 Conduct Champion Lifesaver Clinics when required
  - 6.18.1.5 Monitor Events and advise the Committee as needed

**6.19 RWC Coordinator**

- 6.19.1 The RWC Coordinator shall;
  - 6.19.1.1 Coordinate the Branch RWC Roster for all Branch activities
  - 6.19.1.2 Liaise with the Safety and Risk Management Coordinator on carnival safety requirements
  - 6.19.1.3 Report to the Committee on all RWC issues

- 6.20 IRB Coordinator**  
6.20.1 The IRB Coordinator shall;  
6.20.1.1 Coordinate the Branch IRB Roster for all Branch activities  
6.20.1.2 Conduct Can Laying Courses for IRB Drivers and Crews  
6.20.1.3 Liaise with the Safety and Risk Management Coordinator on carnival safety requirements  
6.20.1.4 Report to the Committee on all IRB racing issues and results
- 6.21 Surf Boat Coordinator**  
6.21.1 The Surf Boat Coordinator shall;  
6.21.1.1 Advise and assist the Senior Surf Sports Manager with the running of Surf Boat events at Carnivals  
6.21.1.2 Conduct Surf Boat clinics when required  
6.21.1.3 Monitor Events and advise the Committee as needed.
- 6.22 R&R Coordinator**  
6.22.1 The R&R Coordinator shall;  
6.22.1.1 Advise and assist Surf Sports Managers (Senior and Junior) with the running of R&R events at carnivals  
6.22.1.2 Conduct R& R Clinics when required  
6.22.1.3 Monitor Events and advise the Committee as needed
- 6.23 March Past Coordinator**  
6.23.1 The March Past Coordinator shall;  
6.23.1.1 Advise and assist the Surf Sports Managers (Senior and Junior) with the running of March Past events at carnivals  
6.23.1.2 Conduct March Past Clinics when required  
6.23.1.3 Monitor Events and advise the Committee as needed
- 6.24 Pool Competition Coordinator**  
6.24.1 The Pool Competition Coordinator shall;  
6.24.1.1 Advise and assist the Surf Sports Managers (Senior & Junior) with the running of SLSS Pool Competitions  
6.24.1.2 Conduct Pool Life Saving Clinics when required  
6.24.1.3 Monitor all Pool Events and advise the Committee as needed.
- 6.25 Board Riding Coordinator**  
6.25.1 The Board Riding Coordinator shall;  
6.25.1.1 Advise the Surf Sports Managers (Senior and Junior) with the running of Board Riding Events at carnivals  
6.25.1.2 Conduct Board Riding Clinics when required  
6.25.1.3 Monitor events and advise the Committee as needed
- 6.26 Technical Advisor**  
6.26.1 The Technical Advisor shall;  
6.26.1.1 Monitor all Technical & Rule changes and advise the Committee as required.  
6.26.1.2 Advise the Committee on relevant sport technical issues  
6.26.1.3 Represent the Director on Technical issues when required.
- 6.27 Interbranch**  
6.27.1 The SLSS Interbranch Team Coordinators will consist of three (3) members appointed.  
6.27.2 The SLSS Interbranch Team Manager will be elected annually  
6.27.2 The SLSS Interbranch Team Coach will be elected annually  
6.27.3 The SLSS Competition Selection Committee will consist of five (5) members  
6.27.3.1 The Competition Selection Committee is addressed at Bylaw 14
- 6.28 Interbranch Team Manager**  
6.28.1 The Interbranch Team Manager shall  
6.28.1.1 Maintain and Monitor the Team Interbranch Budget  
6.28.1.2 Coordinate a consistent and high level of communication with the event organisers  
6.28.1.3 Assess and manage all risks involved in the team activities  
6.28.1.4 Attend all pre and post event meetings
- 6.29 Interbranch Team Coordinators**  
6.29.1 The Interbranch team Coordinators shall comprise the following;  
6.29.1.1 The Director Surf Sports  
6.29.1.2 The Surf Sports Administration Manager  
6.29.1.3 The Senior Surf Sports Manager  
6.29.2 The Interbranch Team Coordinators shall;

- 6.29.2.1 Coordinate and oversee all Interbranch Team logistics
- 6.29.2.2 Oversee the Interbranch Team budget
- 6.29.2.3 Coordinate with Team Manager, Interbranch Coach and Selectors.
- 6.29.2.4 Coordinate with the Interbranch Team Manager, Interbranch Team Coach and Selectors regarding the Selection Trials for the Branch Team
- 6.29.2.5 Liaise with the staff of Surf Life Saving Sydney on Branch Team administration
- 6.29.2.6 Ensure all internal and external correspondence is actioned and distributed

**6.30 Interbranch Team Coach**

- 6.30.1 The Interbranch Team Coach shall
  - 6.30.1.1 Develop a strong and enjoyable competition culture
  - 6.30.1.2 Coordinate the coaching program for the team including individual programs for athletes
  - 6.30.1.3 Implement talent identification actions and identify avenues of recruiting members, involving them in competition
  - 6.30.1.4 Liaise with other members of the Competition Selection Committee on team selections
  - 6.30.1.5 Engage members to pursue coaching qualifications
  - 6.30.1.6 Maintain a duty of care and accountability for matters relating to training and competition
  - 6.30.1.7 Submit reports when required to the Director of Surf Sports

## **BYLAW 7 MEMBERSHIP COMMITTEE**

### **7.1 Membership Committee (MC)**

7.1.1 The MC is authorised by the Constitution of Surf Life Saving Sydney and its membership is defined in these Bylaws.

7.1.2 The MC shall be chaired by the Director of Membership.

7.1.3 Duties and responsibilities shall be as follows.

### **7.2 MC Responsibilities:**

7.2.1 Provide support to Clubs and their members in all areas dealing with membership, member development and compliance

7.2.2 Provide resources and programs in all membership and development matters

7.2.3 Liaise with relevant Member Services Officers, Development Officers, Compliance Related Officers and Youth Officers representing each affiliated club and report on these to the MC

7.2.4 Do any other things necessary for the benefit of the MC of Membership Position Descriptions

### **7.3 MC Composition**

7.3.1 The MC shall be composed of the following roles

7.3.1.1 Director of Membership

7.3.1.2 Member Diversity and Inclusion Officer

7.3.1.3 Member Engagement and Development Officer

7.3.1.4 Member Recognition and Retention Officer

7.3.1.5 Youth Membership Coordinator (non-voting)

7.3.1.6 Manager Youth (non-voting)

7.3.2 All members, excluding the Director, are appointed for twelve (12) months at the SLSS Annual Election Meeting

7.3.3 All members are appointed in accordance with Bylaw 2.2.2.1

### **7.4 MC Meetings**

7.4.1 MC meetings shall be held monthly, or

7.4.2 as directed by the SLSS Branch Council or SLSS BOM

7.4.3 The quorum for any MC meeting shall be at least three (3) voting members

### **7.5 Director of Membership**

7.5.1 The qualifications and general responsibilities for the Director of Membership shall be as defined in Bylaw 1.1 + 1.9

### **7.6 Member Diversity & Inclusion Officer shall;**

7.6.1 promote SLSNSW processes for supporting club health with the aim to bolster commitment to achieving a diverse and inclusive membership that reflects the communities across Clubs in SLSNSW & SLSS;

7.6.2 work with clubs to identify opportunities for improvement and work with them to develop strategies and initiatives to aid in achieving greater diversity across all areas of their membership;

7.6.3 promote the Inclusive Beaches Program and support clubs, in conjunction with SLSS and SLSNSW, to access information and resources regarding the program and to connect with clubs running similar programs;

7.6.4 encourage clubs to utilise diversity and inclusion statistics as a way of informing future activities and provide support in accessing this data;

7.6.5 work with clubs to educate and access resources to understand benefits of gender diversity and supporting members with diverse sexualities and genders, including providing a safe and inclusive environment for children, women, LGBTIQ+ & gender diverse members;

7.6.6 assist clubs in developing strategies and initiatives for creating greater gender diversity in their clubs, promoting increased participation specifically of Women and gender diverse members in SLS;

7.6.7 encourage clubs to work to ensure that their membership reflects the diversity of the community, specifically ensuring that people with disability, mental health conditions and/or neurological diversity,

7.6.8 those from culturally and linguistically diverse (CALD) and indigenous backgrounds have equal access; support clubs in facilitating programs to strengthen their SLSC's links to local disability, culturally and linguistically diverse multicultural, and indigenous communities;

### **7.7 Member Engagement & Development Officer shall;**

7.7.1 support SLSNSW processes for supporting club health with the aim of increasing the sustainability of clubs in NSW;

7.7.2 assist clubs in accessing resources like the Club Guide and other SLSNSW resources and aid clubs in continuously working towards achieving best practice in club management;

7.7.3 promote SLS pathways to members and educate Clubs of pathways within SLS to encourage and support engagement of new and existing members;

- 7.7.4 provide opportunities to members to improve the skills and knowledge that will enable them to fulfil their roles within SLS;
- 7.7.5 support committee members to effectively fulfil their roles through appropriate induction and ongoing training and mentorship;
- 7.7.6 support clubs with leadership development, succession planning, overcoming resistance to change and other methods of ensuring member burnout is minimised;
- 7.7.7 promote attendance of SLSNSW and SLSA conferences and development programs to clubs and members and encourage applications from within the membership;
- 7.7.8 support members who have attended development programs to identify opportunities for continued development within and external to Surf Life Saving;
- 7.7.9 ensure that young people play an active part in decision-making within the Branch and encourage likewise within clubs.

**7.8 Membership Recognition & Retention Officer shall;**

- 7.8.1 aid clubs to access resources to assist in the development and delivery of recruitment and retention programs/initiatives and encourage participation in the SLS Surf Club Open Day and other state wide recruitment and retention activities;
- 7.8.2 provide support with resourcing, as determined by assessment of need, to Clubs who are struggling with recruitment and retention;
- 7.8.3 encourage clubs to utilise recruitment and retention statistics as a way of informing future activities and provide support in accessing this data;
- 7.8.4 support clubs with accessing resources to assist in running adequate inductions for new members and members moving in to new roles;
- 7.8.5 educate and encourage clubs and members participation in SLSSYD, SLSNSW and SLSA Awards of Excellence and provide support and guidance to resources to assist in nomination process;
- 7.8.6 promote and encourage clubs to utilise SLS recognition awards, including, but not limited to SLSA Honours, Long Service Awards, National Patrol Service Awards, Assessing, Officiating and Coaching Service Certificates;
- 7.8.7 nominate Clubs and members regularly for regional based awards external to Surf Life Saving;
- 7.8.8 advise SLSNSW of any regional winners of external awards for consideration for external State based awards; and
- 7.8.9 promote the achievements of Clubs and members through internal and external communication networks and media.
- 7.8.10 Advise and coordinate activities for the Branch Awards of Excellence or other recognition events

**7.9 Youth Membership Coordinator**

- 7.9.1 As appointed to the Youth and Junior Development Committee at Bylaw 8.12
- 7.9.2 Is welcome at all MC meetings as a non-voting member
- 7.9.3 Provides input to the MC meeting from a youth perspective
- 7.9.4 Provides feedback to the YJDC meeting on their engagement with the MC

**7.10 Manager Youth**

- 7.10.1 As appointed to the Youth and Junior Development Committee at Bylaw 8.8
- 7.10.2 Is welcome at all MC meetings as a non-voting member
- 7.10.3 Provides input to the MC meeting from a youth perspective from all areas of SLS
- 7.10.4 Provides feedback to the YJDC meeting on their engagement with the MC

## **BYLAW 8          YOUTH AND JUNIOR DEVELOPMENT COMMITTEE**

### **8.1          Youth and Junior Development Committee (YJDC)**

8.1.1          The Youth and Junior Development Committee (YJDC) is authorised by the Constitution of Surf Life Saving Sydney and its membership is defined in these Bylaws.

8.1.2          The YJDC shall be chaired by the Director of Youth and Junior Development.

8.1.3          Duties and responsibilities shall be as follows.

### **8.2          YJDC Charter**

8.2.1          To assist the Director of Youth and Junior Development in the implementation of all SLSA and SLSNSW policies relating to Youth and Junior Development

8.2.2          The YJDC reports to the SLSS Branch Council and to the SLSS BOM via the Director of Youth and Junior Development or their nominee.

8.2.3          The YJDC shall be responsible for the development and implementation of the youth and junior development initiatives and activities of SLSS. This will be through monitoring, evaluating, reporting, influencing, initiating and determining (within limits of delegated authority) activities and programs designed to meet SLSS objectives.

8.2.4          The YJDC shall have power to activate matters falling within its scope of operations provided that specific referrals by the Council are the subject of recommendations to the Council for endorsement or otherwise.

8.2.5          The YJDC may create and regulate Sub-Committees, to achieve the purposes of the YJDC and SLSS.

### **8.3          YJDC Responsibilities**

8.3.1          Provide support to Clubs and their members in all areas dealing with youth and junior development from the ages of Under 6 (six) years to Under 18 (eighteen)( years.

8.3.2          Provide resources and programs in all youth and junior development matters.

8.3.3          Liaise with Club Youth and/or Junior Development Directors and report on these to the BOM and to the SLSS Branch Council.

### **8.4          YJDC Composition**

8.4.1          The YJDC shall be composed of the following roles

8.4.1.1          Director of Youth and Junior Development

8.4.1.2          Deputy Director of Youth and Junior Development

8.4.1.3          Manager Youth

8.4.1.4          Manager Juniors

8.4.1.5          Youth Coordinators (Lifesaving, Education, Surf Sports, Membership)

8.4.1.6          Junior Education Manager

8.4.1.7          Junior Surf Sports Manager

8.4.1.8          Junior Education Area Coordinators (4 positions)

8.4.1.9          Junior Surf Sports Area Coordinators (4 positions)

8.4.2          Members, excluding the Director, are appointed for twelve (12) months at the SLSS Annual Election Meeting, with the exception of the following;

8.4.2.1          The Junior Surf Sports Manager and the Youth Surf Sports Coordinator are appointed for two (2) years, in accordance with the Surf Sports Committee Bylaws, at the SLSS Annual Election Meeting.

8.4.3          All members are appointed in accordance with Bylaw 2.2.2.1

### **8.5          YJDC Meetings**

8.5.1          YJDC meetings shall be held monthly, or

8.5.2          As directed by the SLSS Branch Council or SLSS BOM

8.5.3          The quorum for any YJDC meeting shall be at least four (4) voting members

### **8.6          Director of Juniors and Youth Development**

8.6.1          The qualifications and general responsibilities for the Director of Juniors and Youth Development shall be as defined in Bylaw 1.1 + 1.10

### **8.7          Deputy Director of Youth and Junior Development**

8.7.1          The Director may delegate their voting rights to their Deputy Director for YJDC meetings.

8.7.2          Assist the Director with all responsibilities listed in Bylaws 1.1 + 1.10

8.7.3          Shall hold and maintain Junior Activities Chair Award or Age Manager Award as well as hold a valid Working with Children Check

8.7.4          Shall attend meetings held by the

8.7.4.1          LRSC where Youth Lifesaving Coordinator is unable to attend.

8.7.4.2          EC where the Youth Education Coordinator or the Junior Education Manager are unable to attend.

8.7.4.3          SSC where the Youth Surf Sports Coordinator or the Junior Surf Sports Manager are unable to attend.

8.7.4.4          MC where the Manager Youth is unable to attend.

8.7.5          It is highly recommended they also hold and maintain the surf Bronze Medallion award.

## **8.8 Manager Youth**

- 8.8.1 Attend regular YJDC Meetings.
- 8.8.2 Manage and guide the Youth Coordinators in the development and implementation of strategic youth lifesaving, education, surf sports, and plans & activities.
- 8.8.3 Reports to the YJDC on all matters relating to youth development.
- 8.8.4 Would also attend MC meetings in accordance with Bylaw 7.10.
- 8.8.5 May, at the discretion of the MC, have voting rights at MC meetings.
- 8.8.5 May undertake further tasks with agreement from the MC, including a change of title for that committee.
- 8.8.6 Must be a minimum of 14 (fourteen) years of age at the time of election/appointment, and must hold or have held a Surf Rescue Certificate or Bronze Medallion.

## **8.9 Youth Lifesaving Coordinator**

- 8.9.1 Attend regular YJDC Meetings.
- 8.9.2 Assist in the development and implementation of strategic youth lifesaving plans & activities.
- 8.9.3 Would also attend LRSC meetings in accordance with Bylaw 4.17.
- 8.9.4 May, at the discretion of the LRSC, have voting rights at LRSC meetings.
- 8.9.5 May undertake further tasks with agreement from the LRSC, including a change of title for that committee.
- 8.9.6 Must be a minimum of 14 (fourteen) years of age at the time of election/appointment, and must hold or have held a Surf Rescue Certificate or Bronze Medallion.

## **8.10 Youth Education Coordinator**

- 8.10.1 Attend regular YJDC Meetings.
- 8.10.2 Assist in the development and implementation of strategic youth education plans & activities.
- 8.10.3 Would also attend EC meetings in accordance with Bylaw 5.13.
- 8.10.4 May, at the discretion of the EC, have voting rights at EC meetings.
- 8.10.5 May undertake further tasks with agreement from the EC, including a change of title for that committee.
- 8.10.6 Must be a minimum of 14 (fourteen) years of age at the time of election/appointment and must hold or have held a Surf Rescue Certificate or Bronze Medallion.

## **8.11 Youth Surf Sports Coordinator**

- 8.11.1 Attend regular YJDC Meetings.
- 8.11.2 Assist in the development and implementation of strategic youth surf sports plans & activities
- 8.11.3 Would also attend SSC meetings in accordance with Bylaw 6.14.
- 8.11.4 May, at the discretion of the SSC, have voting rights at SSC meetings.
- 8.11.5 May undertake further tasks with agreement from the SSC, including a change of title for that committee.
- 8.11.6 Must be a minimum of 14 (fourteen) years of age at the time of election/appointment and must hold or have held a Surf Rescue Certificate or Bronze Medallion.

## **8.12 Youth Membership Coordinator**

- 8.12.1 Attend regular YJDC meetings
- 8.12.2 Assist in the development and implementation of strategic youth membership plans & activities.
- 8.12.3 Would also attend MC meetings in accordance with Bylaw 7.9.
- 8.12.4 May, at the discretion of the MC, have voting rights at MC meetings.
- 8.12.5 May undertake further tasks with agreement from the MC, including a change of title for that committee.
- 8.12.6 Must be a minimum of 14 (fourteen) years of age at the time of election/appointment and must hold or have held a Surf Rescue Certificate or Bronze Medallion.

## **8.13 Manager Juniors**

- 8.13.1 Attend regular YJDC meetings.
- 8.13.2 Manage and guide the Junior Education and Surf Sports Managers in the development and implementation of strategic junior education and surf sports plans & activities.
- 8.13.3 Report to the YJDC on all matters relating to junior development
- 8.13.4 Must be a minimum of 14 (fourteen) years of age at the time of election/appointment, and must hold or have held a Surf Rescue Certificate or Bronze Medallion.

## **8.14 Junior Education Manager**

- 8.14.1 Attend regular YJDC meetings.
- 8.14.2 Manage and guide the Junior Education Area Coordinators in the development and implementation of strategic junior education plans and activities.
- 8.14.3 Report to the YJDC on all matters relating to junior education.

8.14.4 Must be a minimum of 14 (fourteen) years of age at the time of election/appointment and must hold or have held a Surf Rescue Certificate or Bronze Medallion.

**8.15 Junior Education Area Coordinators**

8.15.1 Report to the Junior Education Manager and attends the YJDC meetings and comprise of:

8.15.1.1 Junior Education Coordinator Waverley

8.15.1.2 Junior Education Coordinator Randwick

8.15.1.3 Junior Education Coordinator Sutherland

8.15.1.4 Junior Education Coordinator RNP

8.15.2 Must be a minimum of 14 (fourteen) years of age at the time of election/appointment and must hold or have held a Surf Rescue Certificate or Bronze Medallion.

**8.16 Junior Surf Sports Manager**

8.16.1 Attend regular YJDC meetings.

8.16.2 Manage and guide the Junior Surf Sports Area Coordinators in the development and implementation of strategic junior surf sports plans & activities.

8.16.3 Report to the YJDC on all matters relating to junior surf sports.

8.16.4 Would also attend SSC meetings in accordance with Bylaw 6.10.

8.16.5 May, at the discretion of the SSC, have voting rights at SSC meetings.

8.16.5 May undertake further tasks with agreement from the SSC, including a change of title for that committee.

8.16.6 Must be a minimum of 14 (fourteen) years of age at the time of election/appointment and must hold or have held a Surf Rescue Certificate or Bronze Medallion.

**8.17 Junior Surf Sports Area Coordinators**

8.17.1 Report to the Junior Surf Sports Manager and attend YJDC meetings and comprise of:

8.17.1.1 Junior Surf Sports Coordinator Waverley

8.17.1.2 Junior Surf Sports Coordinator Randwick

8.17.1.3 Junior Surf Sports Coordinator Sutherland

8.17.1.4 Junior Surf Sports Coordinator RNP

8.17.2 Must be a minimum of 14 (fourteen) years of age at the time of election/appointment and must hold or have held a Surf Rescue Certificate or Bronze Medallion.

## **BYLAW 9            CONSTITUTION COMMITTEE**

### **9.1            Constitution Committee (CC)**

- 9.1.1            CC is authorised by the Constitution of SLSS and its membership is defined in these Bylaws.
- 9.1.2            The CC does not have a Chair
- 9.1.3            The members of the CC shall report to the Director of Administration or their representative.
- 9.1.4            Duties and responsibilities shall be as follows.

### **9.2            CC Responsibilities**

- 9.2.1            The members of the CC may be called upon by Director of Administration to, where appropriate:
- 9.2.2            Address all matters regarding the Constitution of SLSS raised by the SLSS Branch Council and BOM
- 9.2.3            Identify recommendations regarding alteration to the SLSS Constitution
- 9.2.4            Provide feedback to the SLSS Branch Council and the BOM on proposed changes to the Constitution, and the impacts on the running of the organisation.

### **9.3            CC Composition**

- 9.3.1            The CC shall be composed of the following members
- 9.3.1.1            Three (3) persons with no specific roles identified,
- 9.3.1.2            The SLSS Director of Administration as ex-officio and non-voting.
- 9.3.2            All members, excluding the Director, are appointed for twelve (12) months at the SLSS Annual Election Meeting
- 9.3.3            All members are appointed in accordance with Bylaw 2.2.2.2

### **9.4            CC Meetings**

- 9.4.1            The CC will meet as required by the SLSS Branch Council or the SLSS BOM
- 9.4.2            The quorum for any CC meetings shall be at least two (2) voting members
- 9.4.3            The members of the CC shall be selected for a term of one (1) year

## **BYLAW 10 FINANCE AND COMPLIANCE COMMITTEE**

### **10.1 Finance and Compliance Committee (FACC)**

- 10.1.1 FACC is authorised by the Constitution of Surf Life Saving Sydney and its membership is defined in these Bylaws.
- 10.1.2 The FACC shall be chaired by the Financial Advisor.
- 10.1.3 Duties and responsibilities shall be as follows.

### **10.2 FACC Responsibilities**

- 10.2.1 Review the annual budget prepared by the Director of Finance each season in conjunction with the Directors and Managers.
- 10.2.2 Present the budget to the SLSS President and advise the BOM of any concerns.
- 10.2.3 Review investments of the Branch and advise the BOM of any concerns.
- 10.2.4 Ensure that the asset register is kept up to date.
- 10.2.5 Review charges annually and advise the BOM.
- 10.2.6 Review the annual financial statements and audit opinion.
- 10.2.7 Assist in reviewing sponsorships for the Branch.
- 10.2.8 Operate as a networking forum for the Finance officers from Surf Clubs across the Branch

### **10.3 FACC Composition**

- 10.3.1 The FACC shall be composed of the following roles:
  - 10.3.1.1 The SLSS Director of Finance,
  - 10.3.1.2 The Assistant Director of Finance appointed in accordance with Bylaw 2.2.2.1
  - 10.3.1.3 The Financial Advisor, appointed in accordance with Bylaw 2.2.2.1
  - 10.3.1.4 Two (2) members appointed by the BOM who do not need to be from clubs
    - 10.3.1.4.1 These two (2) members may be appointed in accordance with Bylaw 2.2.2.2
- 10.3.2 All members, excluding the Director, are appointed for twelve (12) months
- 10.3.3 Furthermore associate membership is available for transparent to all Treasurers or Directors of Finance from Sydney Branch Clubs(non-voting)

### **10.4 Minimum Requirements**

- 10.4.1 All members of the Committee must
  - 10.4.1.1 Be financially literate, and have experience in a financial setting, being able to read financial statements and challenge financial information presented.
  - 10.4.1.2 Be free of any conflict of interest. Members must act in the interests of the Branch ahead of their own respective Surf Club

### **10.5 FACC Meetings**

- 10.5.1 The quorum for any FACC meeting shall be at least three (3) voting members
- 10.5.2 The FACC is to meet no less than three (3) times a year as identified:
  - 10.5.2.1 One of these meetings is to review the annual budget,
  - 10.5.2.2 One of the meetings is to review the annual financial statements, and
  - 10.5.2.3 One meeting is to undertake a mid-season review of performance against budgets.
  - 10.5.2.4 Additional meetings may be called by the Director of Finance in consultation with the Financial Advisor

### **10.6 Assistant Director of Finance**

- 10.6.1 Shall be appointed from the members identified through Bylaw 10.3.1.2 by the BOM
- 10.6.2 Must be a Member of an Affiliated Club (in accordance with the Constitution).
- 10.6.3 The Assistant Director of Finance shall assist the Director of Finance with duties as detailed by these Bylaws.
- 10.6.4 It is the intention that the Assistant Director of Finance be the eventual successor of the Director of Finance and will therefore be trained accordingly and will undertake some of the duties of the Director of Finance over time to facilitate a smooth handover.

### **10.7 Financial Advisor**

- 10.7.1 Shall be appointed from the members identified through Bylaw 10.3.1.3 by the BOM
- 10.7.2 The Finance Advisor shall provide advice to the Finance and Compliance Committee and will chair the Finance and Compliance Committee meetings.
- 10.7.3 The Financial Advisor shall hold formal qualifications (as determined by the BOM).
- 10.7.4 It is also the intention that the Financial Advisor be a previous Director of Finance to mentor the incoming Director or Finance.

## **BYLAW 11 LIFE MEMBERSHIP AND HONOURS COMMITTEE**

### **11.1 The Life Membership and Honours Committee (LMHC)**

- 11.1.1 LMHC is authorised by the Constitution of Surf Life Saving Sydney and its membership is defined in these Bylaws.
- 11.1.2 The LMHC shall be chaired in alternate years by the Director of Administration and the Director of Membership.
- 11.1.3 Duties and responsibilities shall be as follows.

### **11.2 LMHC Responsibilities**

- 11.2.1 The LMHC shall consider all nominations for Life Membership, Presidents Medal and Honours
- 11.2.2 In order to be deemed eligible for Life Membership, the member must meet have rendered distinguished voluntary service to SLSS over a period of at least twelve (12) years, being both sustained and conspicuous in its contribution.
  - 11.2.2.1 Nominations for Life Membership from the LMHC progress to the Branch Council for endorsement in accordance with the constitution
- 11.2.3 In order to be deemed eligible for the President's Medal, the member must have rendered significant and outstanding voluntary service to SLSS over a period of at least twelve (12) years, being both meritorious and exemplary in its contribution.
  - 11.2.3.1 Nominations for the President's Medal can arise either within the LMHC or from the President and do not require Branch Council endorsement.
- 11.2.4 The LMHC shall nominate as appropriate, members for recognition to SLSNSW and SLSA in accordance with relevant procedures

### **11.3 LMHC Composition**

- 11.3.1 The LMHC Shall be composed of the following roles
  - 11.3.1.1 Seven (7) members from member clubs
- 11.3.2 All members are appointed for twelve (12) months at the SLSS Annual Election Meeting
- 11.3.3 All members are appointed in accordance with Bylaw 2.2.2.1
  - 11.3.3.1 If seven (7) or fewer nominations are received, all are automatically appointed
  - 11.3.3.2 Regarding representation from a range of clubs where more than (7) nominations are received, if any club has only one nominee,
    - 11.3.3.2.1 Where these single-club nominations total fewer than seven (7) then these are directly appointed, and those clubs with multiple nominations go to the SLSS Annual Election Meeting for election to complete the seven (7) members.
    - 11.3.3.2.2 Where these single-club nominations total more than seven (7), all progress to the SLSS Annual Election Meeting for election to complete the seven (7) members.

### **11.4 LMHC Meetings**

- 11.4.1 The Chairperson shall be responsible for keeping confidential records of the meeting
- 11.4.2 Meetings will be held at the discretion of the chair as required
- 11.4.3 The quorum for any LMHC shall be five (5) members

### **11.5 LMHC Confidentiality**

- 11.5.1 Due to the sensitive nature of the content of the LMHC, deliberations will remain confidential
- 11.5.2 The LMHC Chairperson shall be responsible for keeping confidential records of the meeting and storing these confidentially.
- 11.5.3 Members outside the LMHC, including staff, are not able to provide support regarding deliberations or record keeping
- 11.5.4 Final results of any LMHC meeting should only be released as follows;
  - 11.5.4.1 To members who need to know such results
  - 11.5.4.2 At high level without detailed content on contributions, discussion, deliberations or votes.

## **BYLAW 12      SUPPORT POOLS**

### **12.1      Support Pool (SP)**

- 12.1.1      SP's membership is defined in these Bylaws.
- 12.1.2      SLSS may, as required, call for members to join its SP
- 12.1.3      A SP will enable members to identify willingness to support the branch, without nominating for a specific role

### **12.2      SP Application**

- 12.2.1      Members of the SP may be called upon to support SLSS Officers in the undertaking of their duties.
- 12.2.2      This may include, but is not limited to:
  - 12.2.2.1      Supporting a Mediation Panel
  - 12.2.2.2      Supporting a Judicial Panel
  - 12.2.2.3      Allocated to the Constitution Committee
  - 12.2.2.4      Allocated to the Open positions on the Finance and Compliance Committee
- 12.2.3      Nominating members may identify:
  - 12.2.3.1      Any preference for panel support
  - 12.2.3.2      Any background to support such preference

### **12.3      SP Eligibility**

- 12.3.1      Members nominating for the SP will need to be current financial members of an affiliated Surf Club
- 12.3.2      All members are appointed for twelve (12) months at the SLSS Annual Election Meeting
- 12.3.3      All members are appointed in accordance with Bylaw 2.2.2.2
- 12.3.4      Members can be appointed mid-season via request to the Director of Administration

## **BYLAW 13 SUB-COMMITTEES**

### **13.1 Appointment**

13.1.1 The SLSS BOM and each Standing Committee may appoint select committees at any given time, each comprising up to seven (7) members to advise on matters relevant to a particular requirement.

### **13.2 Responsibilities**

13.2.1 Such select committees shall be responsible to the appointing Committee

13.2.2 Sub Committees will receive administrative support from the Director of Administration or their nominee

13.2.3 Sub Committees will meet to consider matters referred by the various Committees and within the guidelines set.

### **13.3 Chairperson**

13.3.1 A Chairperson shall represent the sub-committee when and where directed.

## **BYLAW 14 COMPETITION SELECTION SUB-COMMITTEE**

### **14.1 Competition Selection Sub-Committee (CSSC)**

14.1.1 CSSC is authorised by the Constitution of Surf Life Saving Sydney and its membership is defined in these Bylaws.

14.1.2 The CSSC shall be chaired by the Director of Surf Sports.

14.1.3 Duties and responsibilities shall be as follows.

### **14.2 CSSC Responsibilities**

14.2.1 Be responsible for selecting individuals and/or teams for surf sports competitions on behalf of SLSS

14.2.2 Identify in advance their methodology for determining successful members (unanimous, majority, consensus)

14.2.3 Use the SLSNSW Selection policy as a guide

14.2.4 Communicate in advance to all clubs identifying the timeline of selection activities

14.2.5 Consider for selection, the performance of the competitor, participation in Surf Sports activities and commitment to non-surf sports activities

14.2.6 Submit selections for endorsement of the Surf Sports Committee meeting and communicated to all clubs

### **14.3 CSSC Composition**

14.3.1 The CSSC shall be composed of the following roles

14.3.1.1 The Director of Surf Sports as Chair

14.3.1.2 The Interbranch Team Coach

14.3.1.3 The SSC Administration Manager

14.3.1.4 The Senior Competition Manager

14.3.1.5 The Junior Competition Manager

14.3.2 All members are appointed at the SLSS Annual Election Meeting under the duration as identified for their specific role.

### **14.4 CSSC Meetings**

14.4.1 CSSC meetings shall be held as required, or as directed by the SLSS Branch Council or SLSS BOM

14.4.2 The quorum for any CSSC meeting shall be at least three (3) voting members

**BYLAW 15      ASSESSMENTS, CARNIVALS, SURF SPORTS COMPETITIONS & DISPLAYS**

**15.1      Power to Regulate**

- 15.1.1      SSC shall regulate all surf sport assessments, carnivals, competitions and displays (referred to as Surf Sport Events) within SLSS
- 15.1.2      SSC must provide approval in advance for any Surf Sport Event before such event can take place.
- 15.1.3      SSC will not permit Branch Members to participate in any Surf Sport Event within SLSS which has not made formal application to SLSS, and subsequent endorsement.
- 15.1.4      In all approved Club and interclub competitions, the rules of SLSA and general rules for competition as set out in the Surf Life Saving Australia Ltd Competition Manual, are complied with.

**15.2      Carnival Calendar**

- 15.2.1      SSC shall determine, as soon as practicable, a calendar of Surf Sport Events for the forthcoming season.
- 15.2.2      Clubs with events approved at Bylaw 15.1.2 shall be added to the SLSS Surf Sport calendar

**15.3      Carnival Appointments**

- 15.3.1      SSC shall have power to appoint Officers to approved Surf Sport Events.
- 15.3.2      SSC will appoint Referees, Judges and other officials and may make rules respecting their powers and duties for Surf Sport Events.
- 15.3.3      SSC may appoint as an official (other than those accredited) any person (whether a member of the Association or not) provided that it is satisfied that such person has special knowledge qualifying them for such position, and any such person so appointed shall thereupon be considered to be a member of SLSS for the time they occupy such position.

## **BYLAW 16 COMMUNICATIONS**

### **16.1 Authority**

16.1.1 All communications, internal and external, shall be distributed as authorised by the Director of Administration or their nominee.

### **16.2 Supporting Roles**

16.2.1 The following Administration roles may be appointed by the BOM following expressions of interest sought from SLSS members

16.2.1.1 Digital / IT Manager

16.2.1.2 Social Media Manager

16.2.1.3 Assistant Director of Administration

16.2.1.4 Events Support

16.2.1.5 Annual Report Support

16.2.2 These positions will report directly to the Director of Administration.

16.2.3 These positions will be appointed for a twenty four (24) month term

16.2.4 Qualifications for these positions will be determined by the Director of Administration as required from time to time.

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**ANNEX – Document History from 05 October 2021**

<b>DATE</b>	<b>REVISION</b>	<b>BY WHOM</b>
5 October 2021	Amendment to Bylaws 1.5, 2.1.1, 2.2, Bylaw 4, 7.6.2, 7.6.7, 14.1  Amendments approved on (approved date) are associated with the division of the Director of Lifesaving and Education into two separate positions being Director of Lifesaving and Support Operations and Director of Education.  Amendment to Bylaws 7.6.2, 7.6.7, 14.1 are needed to ensure consistency with changes to the SLSA Member Protection Policy and the repeal of SLSA Regulation 4	Lifesaving and Support Operations; Education
5 October 2021	New Bylaws 1.6, 2.1.2, Bylaw 5  Bylaw 4 has been rewritten and a new Bylaw 5 created, resulting in the sequential renumbering of Bylaws 5 to 21 as well as changes to Bylaws 1 and 2 (identified above).	Lifesaving and Support Operations; Education
5 October 2021	Renumbered Bylaws from 1.6 to 1.8 to 1.7 to 1.9, 2.1.2 to 2.1.9 to 2.1.3 to 2.1.10 Bylaws 5 to 21 renumbered to 6 to 22	Lifesaving and Support Operations; Education
6 December 2022	Amended Bylaw 4.15 and 4.19 to replace Rescue Coordinator Officer with Duty Officer.	Lifesaving and Support Operations
6 June 2023	Replacement of Bylaw 8 to move the youth portfolio to junior development. The Director of Junior Development becoming the Director of Youth and Junior Development. Amendments across the Bylaws to reflect the changes in Bylaw 8.	Junior Development
1 October 2024	Name substitution from Support Operations to Rescue Services and LSOC to LSRS to align with SLSNSW	BOM
Date April 2025	Bylaw 2.1.8 amended. Bylaw 10 amended	Finance