By Laws

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Note that these By-Laws are regularly updated.

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1 GENERAL

1.1 Authority

The By-Laws of MLSC are enacted in accordance with the MLSC Constitution, Rule 26.

1.2 Policies

a) The MLSC Board of Directors shall develop Policies, or approve Policies as developed by any Council for the effective and consistent operation of MLSC.

b) MLSC shall also subscribe to the policies of LSV and SLSA as appropriate. Where National policies are amended or are not adopted, this shall be clearly identified.

2 MEMBERSHIP AND AFFILIATION

2.1 Patron(s)

The Patron or Patrons shall be such person or persons as may accept that office upon the request of the MLSC Board of Directors, whom shall be an active supporter of lifesaving activities.

2.2 Affiliation And Membership

Restriction on Membership

In relation to membership restriction the following shall apply:-

a) A suspended or expelled member of MSLC shall not knowingly apply to join another Life Saving Club or Associate Member nor shall MLSC knowingly admit, accept or retain in membership any past or present member of any other club who is indebted to in any way, or is currently suspended or expelled from any club.

b) MLSC shall immediately provide LSV with the names and addresses of members who have been expelled or had their membership suspended (for a minimum of 3 months) and such information, including the period of suspension shall be set out in a register provided for that purpose. Upon receipt of such information, LSV shall notify all other Life Saving Clubs and Associate Members of the addition to the register.

c) Should a member of more than one Life Saving Club be suspended or expelled by any club they shall not be allowed to compete in competition for any other club of which they are a member or in any other club competition or in any other LSV or SLSA competition, while under suspension or expulsion.

d) Any dispute/s shall be referred to Life Saving Victoria.

2.3 Member Protection

a) The Club is committed to the health, safety and wellbeing of all members, and shall use its best endeavours to ensure a safe environment exists for all members participating in surf life saving activities.

b) The Club shall not condone any form of discrimination, harassment or abuse of, or by, members.
c) All members shall abide by the relevant LSV and SLSA policies with respect to Member Protection, Equity and Harassment, and the Codes of Conduct as determined from time to time.
d) All members involved, either directly or indirectly in leading, chaperoning, coaching, instructing, examining, or supervising (or the like) youth members shall be screened in accordance with legislative and Association requirements as determined from time to time.
e) All members shall immediately report any suspected breaches of LSV and SLSA Membership Protection or Equity Policies or Codes of Conduct to the appropriate authority with their Club or Branch, or to the LSV. The Committee shall, in accordance with Association policies and procedures, determine the most appropriate method of dealing with such reports.

2.4 Codes of Conduct

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

a) Individual members shall -
   i. Respect the rights, dignity and worth of others
   ii. Be fair, equitable, considerate and honest in all dealings with others;
   iii. Be aware of, and maintain an uncompromising adhesion to, SLSA standards, rules, regulations and policies;
   iv. Be professional in, and accept responsibility for actions;
   v. Make a commitment to providing quality service;
   vi. Use facilities and equipment for their proper purposes, and care for and maintain such facilities and equipment correctly.
   vii. Refrain from anything which may abuse, intimidate or harass others;
   viii. Preserve and protect the standing and reputation of the Association;
   ix. Understand the consequences of any breach of SLSA's Member Protection Policy or Codes of Conduct.

b) Team Managers/Age Managers/Chaperones shall -
   i. Abide by the "Code of Conduct" for Members;
   ii. Be responsible for the overall welfare and well-being of team members and officials when travelling with a team;
   iii. Maintain a duty of care towards team members and an accountability for the management of the team;
   iv. Have a sound knowledge of SLSA policies, responsibilities (and competition rules where necessary), and ensure that the conduct of the team is in accordance with these policies and guidelines;
   v. Foster a collaborative approach to the management of the team.

c) Coaches/Officials shall –
   i. Abide by the Code of Conduct for members;
   ii. Be responsible for matters concerning the coaching, training, development and competition of surf lifesavers;
   iii. Maintain a duty of care towards others and an accountability for matters relating to training and competition;
   iv. Have a sound working knowledge of SLSA policies, rules and regulations, officiating and coaching techniques;
   v. Ensure that any physical contact with others is:-

a. appropriate to the situation
b. necessary for the person 's development

vi. Provide a safe environment for training and competition.
vii. Be a positive role model for surf lifesavers and SLSA.

d) Administrators/Directors/Officers shall -
i. Abide by the Code of Conduct for members;
ii. Be fair, considerate and honest with others;
iii. Operate within the rule of SLSA;
iv. Be professional in all actions. Language, presentation, manner and punctuality should reflect high standards;
v. Resolve conflicts fairly and promptly through established procedures;
vi. Maintain strict impartiality;
vii. Maintain a safe environment for others;
viii. Show concern and caution towards others;
ix. Be a positive role model.

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

3 ANNUAL SUBSCRIPTIONS

a) The annual subscriptions for all categories of membership shall be determined by the Board.

b) Life Members and Honorary Members shall be exempt from paying an annual subscription.

c) A family subscription shall be available to parents and such of their children as shall be eligible for membership but whose age shall not exceed seventeen (17) years on the 1st day of October in the financial year. This will be capped at four (4) children and subsequent children will pay a

subscription fee that is half (50%) of the single membership fee.

d) A member being in arrears of his subscription fee in any one year cannot renew his membership for the following year until such arrears have been paid.

   i. Any member who fails to pay his subscription by 30th October in any financial year may have his membership terminated.

   ii. Any member whose membership is so terminated and who desires re-admittance to the Association shall be required to submit a nomination form as in the case of a new member. The Board shall have the right to determine the conditions or qualifications necessary in connection with such application.

e) All members who have paid their annual subscription and have not been suspended, excluded or otherwise shall be entitled to use the Association's facilities.

f) New members joining after March 1st in each official year shall only pay half the set subscription rates.

g) No member shall be permitted to compete for the Association in any external or internal competition and shall not be permitted to vote at any General Meeting of the Association unless they have paid their annual subscription.

4 DISCIPLINE, PENALTIES AND APPEALS

(Refer Appendix A)

4.1 Jurisdiction

a) The penalising authority for the Club shall be vested in the following -
   i. The Board of Directors
   ii. The Management Committee
   iii. The Judiciary Committee
   iv. The President

b) Should the Club decide the alleged offence is beyond the responsibility of the Club, the matter may be referred to LSV for determination.

4.2 Discipline

a) General
   i. The Club may penalise or refer to the Judiciary Committee, a member of any Auxiliary Organisation within its jurisdiction or any member of such who, in the opinion of the Club has practised or counselled any unbecoming conduct or conduct which reflects upon the good name of the Club, the Association or any or all of its Officers, whether at any competition, meeting, function or other activity, or at any other time.
   ii. Penalty decisions shall be promptly conveyed in writing to the body or member concerned and it shall be incumbent on the Club to give immediate effect to such decision, and to notify LSV.

4.3 Penalties

a) Without limiting the scope of penalties that may be imposed, the form a penalty may take includes -
   i. Reprimand - with the offence being recorded in the books of the penalising body;
   ii. Suspension - may be applied as a complete or partial suspension of a member's privilege for a definite period of time or until a definite pre-set goal is reached, and partial suspension could well require the member to carry out all or part of his duties in the Club without being able to avail himself of the normal facilities and privileges of a member. The extent or limit of the penalty must be set by the penalising authority imposing the said penalty, provided that a period of suspension shall not be longer than 3 calendar years from the date of the order.
   iii. Termination - Club membership may be terminated because of the prevailing circumstances, and when the extreme action of expulsion is not warranted; A member whose membership is terminated may re-apply for membership of the Association at some later time.
   iv. Expulsion - from "Club Membership" would be applied only as a response to a very serious offence against the Club, the Association or their principles or ideals.
   v. Fines - imposed in such amounts as the penalising authority thinks fit.
   vi. Such combination of any of the above as the penalising authority thinks fit.
   vii. Such other penalty or penalties as the penalising body thinks fit.

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

4.4 Appeals

a) Any member penalised by a penalising authority for the Club shall have the right to lodge an appeal against such penalty to the next highest penalising authority within the Club provided that the appeal shall be lodged in writing to the Club within fourteen (14) days of the notification of the penalty and shall set out clearly the grounds of the appeal. The appeal shall be placed before the next highest penalising authority within the Club, and shall be dealt with in the following manner –

   i. dismissed and the penalty upheld;
   ii. dismissed and a heavier penalty imposed;
   iii. upheld and a lighter penalty imposed;
   iv. upheld and the appellant exonerated;

b) Any member penalised by the Club shall have the right to appeal to the Branch against the penalty, provided that –

   i. Such an appeal shall be allowed only after the party concerned has properly availed himself of the rights of appeal to the Club as contained in the Constitution and By-Laws of the Club;
   ii. the appeal shall be made within fourteen (14) days of the imposition of the penalty, or if the party concerned has exercised its right of appeal to the Club within fourteen (14) days of the notification of the decision of such appeal;
   iii. the appeal shall be made through the Club who shall forthwith refer the appeal to LSV,

provided that the Club may at the same time submit any representations on the appeal which it may wish to make;

iv. upon the setting of an appeal hearing, LSV shall either itself or by its Judiciary Committee or by a Committee appointed for the purpose, hear the appeal and communicate its decision in writing to the appellant.

v. pending an appeal hearing by the LSV Judiciary Committee or by a LSV Committee appointed for the purpose, the President of Committee, after written application by the appellant and only after good cause is shown, may suspend the operation of the penalty until the appeal is heard by LSV.

4.5 References

a) In addition to the matters set out in By-Law 4.1- 4.4 which are of a disciplinary nature, any interested party may submit a Reference or Grievance to the Club upon any matter touching the affairs of the Club, the Association and its members.
b) Every Reference or Grievance shall be in writing setting out clearly the matters sought to be investigated by the Club, and the Executive shall then decide where such Reference shall be directed.
c) The hearing of a Reference or Grievance shall proceed in accordance with Appendix “A” to these By-Laws.
d) The hearing of any appeal from a decision on a Reference or Grievance shall proceed in accordance with Appendix “A” to these By-Laws. (Refer to Clause 6 - Appendix “A”)

5 DIRECTORS

5.1 Board of Directors

5.1.1 Composition

The composition of the Board is set out in Rule 18.2 of the MLSC Constitution and comprises:

a) the President;
b) 4 Executive Directors;
c) 9 Ordinary Directors;
d) Treasurer; and
e) the Club Captain

5.1.2 Qualities, Skills and Experience

The following qualities, skills and experience are considered desirable for persons nominated as Directors of MLSC:

(a) knowledge and understanding of lifesaving in general;
(b) previous experience in organisational work from either private business or community activities;
(c) demonstrated ability to understand a wide scope of community issues, including requirements and objectives of governing not for profit bodies;
(d) management or administration skills, including financial management, and a working knowledge of the requirements of the Corporations Act in the areas of corporate governance and director’s duties and responsibilities;
(e) significant professional or commercial background including any specialised areas of

expertise (eg commerce, finance, marketing, law or business) that may benefit the Club;

(f) excellent presentation and communication skills;
(g) ability to demonstrate major achievements or contribution in previous roles (either professional or in lifesaving);
(h) ability to work and communicate effectively within the Board and with external parties;
(i) understanding of strategic planning processes and ability to implement developed procedures;
(j) commitment to the role and the ability to devote sufficient time and energy to the position.

5.1.3 Induction / Training

All new Directors will be briefed by the President and the Immediate Past President and will receive a copy of the following items:

a) MLSC Organisational chart;
b) MLSC Constitution;
c) MLSC Strategic plan / business plan;
d) MLSC By-laws / regulations;
e) MLSC Policy register;
f) most recent MLSC Financial Statements; and
g) other relevant documents on request

5.1.4 Director's Duties

Directors of MLSC must:

a) be committed to ethical, businesslike and lawful conduct including proper use of authority and appropriate decorum when acting as Directors;
b) always act in the interests of MLSC and the Members;
c) avoid conflicts of interest;
d) not attempt to exercise individual authority over MLSC or make decisions outside of their designated scope of authority;
e) not publicly voice any negative comments or individual opinions relating to the members, staff, fellow Directors or any MLSC matter or issue;
f) only speak to the media as requested by the President;
g) adhere to and support the President in an effort to govern effectively;
h) respect the confidentiality of sensitive issues or business items under negotiation or discussion;
i) sign the MLSC Confidentiality Agreement (in duplicate) within seven days of being elected or appointed.
j) within 7 days of being elected, submit to MLSC:
    i. a copy of their Working with Children Check card; or
    ii. a copy of their receipt of application for a Working with Children Check.

5.1.5 Role and Powers of the Board

a) It is the role of the Board to provide leadership that will continue to strengthen the position of MLSC as a peak aquatic safety organisation in Victoria, specifically in water safety and lifesaving.
b) Subject to the Corporations Act and the provisions of the MLSC Constitution, the Board shall:
    i. govern the business of lifesaving in Mordialloc region in accordance with the MLSC mission and objects;
    ii. exercise the powers of MLSC;
    iii. be responsible for acting in accordance with the objects of MLSC;
    iv. operate for the benefit of the Members and the community throughout the Mordialloc

region;
v. determine the major strategic direction for MLSC;
vi. determine By-Laws and policies for MLSC;
vii. review MLSC's performance in achieving its pre-determined aims, objectives and policies; and
viii. manage interstate and international responsibilities.

c) The Board may exercise all the powers of MLSC, except any power the Corporations Act or the MLSC Constitution requires MLSC to exercise in a general meeting of Members.
d) Specific duties of the Board shall include:
i. responsibility for the appointment and ongoing review of paid employees;
ii. responsible for financial management, budget development and prudent investment;
iii. liaison with Government departments and allied organisations,
iv. asset acquisition, maintenance and disposal;
v. ensuring that an Annual Report on the affairs of MLSC is prepared and submitted for adoption at each Annual General Meeting;
vi. interpret and integrate accepted corporate culture and ethics into MLSC activities;
vii. manage communications with Councils, committees, Members and other stakeholders;
viii. manage risk by developing an understanding of the nature of risks which might prevent the Club from achieving its objectives; and
ix. ensure compliance with policies, laws and regulations.

5.1.6 Governing Style

The Board will govern the affairs of MLSC with an emphasis on:

a) strategy and policy which will be advantageous to the interests of MLSC as a whole;
b) anticipating and planning for change;
c) objectivity;
d) consultation and collaboration with stakeholders;
e) strategic leadership;
f) clear distinction and differentiation of its role and that of the MLSC management;
g) collective decision making rather than individual;
h) focus on the future direction of MLSC;
i) being proactive rather than reactive;
j) recognising the expertise and know-how of the members in their respective disciplines.

5.1.7 Board Meetings

a) The Board will meet at least ten times per annum at such venues and times which may be determined by the Board from time to time.
b) A quorum for meetings of the Board shall be a majority of the Directors.

5.2 Directors' Obligations

5.2.1 Legal

This section outlines the key legal duties and obligations of Directors.

Directors owe certain duties to MLSC and its members. The duties require Directors to act competently, honestly, in good faith and in what they consider to be the best interests of MLSC. The duty statement covers both common law duties (those duties imposed by the courts) and the duties imposed on Directors of companies under the Corporations Act. It is not an exhaustive summary of a Director's legal obligations, but it does summarise some of the key obligations imposed on directors of companies.

Directors are required to understand the needs of MLSC and their legal responsibilities as Directors. Certain duties apply to a Director in every aspect of MLSC and to every transaction MLSC enters into. Directors are regarded as owing a fiduciary duty to MLSC. This means that a Director has special obligations to MLSC because they occupy a position of trust. As a result of the fiduciary relationship between the Director and MLSC, the Director is bound to exercise their rights and powers in good faith and for the benefit of MLSC. In very broad terms, the principle statutory and common law duties imposed upon Directors may be summarised as follows:

a) To act honestly and in good faith in the interests of MLSC as a whole;
b) To exercise the degree of care, skill and diligence that a reasonable person in a like position would exercise in MLSC's circumstances;
c) To exercise powers granted honestly and for the purposes for which they were conferred and not for collateral purposes;
d) To avoid any actual or potential conflict between the obligations owed to MLSC and a Director's personal interest or other duties;
e) To keep confidential information obtained confidential, and not to disclose an advantage or business opportunities acquired, in the course of office;
f) To prevent insolvent trading by MLSC.

5.2.2 General Duties of Good Faith and Care

a) Duty of Good Faith and Honesty
Directors are given broad discretions to govern MLSC's business under the Constitution of MLSC. The duty of good faith applies to all discretions and decisions of Directors. The duty of good faith and honesty arises at common law partly (as with most of the other common law duties of Directors) because Directors are regarded as being in a position of trust with respect to MLSC. In this context, the duty of honesty is equivalent to the duty to act for a proper purpose. If a Director's purpose is misguided or improper, the Director will breach the duty even though there is no question of personal gain or dishonesty in the generally understood sense. Accordingly, a Director can be dishonest without being fraudulent. Principally, therefore, this duty requires Directors to consider the interests of the members of MLSC as a whole. This may involve considering whether the short term or long term interest of members should be paramount. In circumstances of insolvency or near insolvency, the duty to act in the best interests of members is overridden by a duty to act in the best interests of creditors.

b) Duty to Act for a Proper Purpose (and not for a collateral purpose)
Since Directors of MLSC are fiduciary agents, powers given to Directors may only be exercised for the purposes for which they are given. In particular, those powers may not be exercised in order for the Directors to obtain a private advantage. Whether a particular act by Directors as fiduciaries, is a bona fide exercise of their power for the benefit of MLSC as a whole is generally determined by ascertaining the substantial motivating purpose for which the power is exercised and then by determining whether that purpose was proper or not.

c) Duty of Care, Skill and Diligence
The duty of care, skill and diligence is a subjective duty, so that essentially recklessness was (and possibly still is) required to amount to a breach. That is, to breach the duty, a Director must be reckless in exercising his office. Proper performance of the duties of a Director will be dictated by all the surrounding circumstances including the type of organisation, the size and nature of its enterprise, the composition of the governing body and the distribution of its work between the Directors and other officers. The following are some of the broad principles which are relevant in the determination of whether a Director has fulfilled his duty of care, skill and diligence to MLSC. Although the list is not exhaustive, the common law requires that Directors

at least:

i. Take reasonable steps to place themselves in a position to guard and monitor the management of MLSC
ii. Acquire a working knowledge of the fundamentals of the business of MLSC
iii. Keep informed about the activities of MLSC and assess the safety and properness of the business practices of management
iv. Generally monitor MLSC affairs and policies, although a detailed inspection of day to day activities need not be undertaken
v. Maintain a familiarity of the financial status of MLSC by regularly reviewing the financial statements
vi. Make enquiry into matters revealed by the financial statements which call for enquiry.

Although this provision does not expressly distinguish the respective positions of executive and non-executive directors, it is considered that regard will be had to the special background, qualifications and management responsibilities of a particular director in determining whether the director has complied with the statutory duties. The standard of care for a particular Director may increase where a person is appointed to the Board because of particular skills.

5.2.3 Duties and Obligations Relating to Conflict of Interest

a) Duty to avoid conflict and to disclose interests
Neither a Director nor responsible officer should allow a conflict of interest to compromise their position in MLSC. A Directors' "personal" interests (for example, a shareholding or position in another company) or other duties (for example, being a Committee member of LSV) and their duty to MLSC must not be brought into conflict. This overlaps with the duty to act in good faith and for a proper purpose. Categories of situations which give rise to conflicts of interest are:

i. Directors or officers taking advantage of opportunity
The general rule is that a Director must not use his position to make a profit. If he does, then he must account to MLSC for the profit made.

ii. Directors taking advantage of an opportunity where MLSC is unable
A Director has an obligation not to profit personally from his position as a Director, and not to allow a conflict to arise between his duty as a Director and his own self interest. A Director is disqualified from usurping for his own benefit or for the benefit of others, a maturing business opportunity which MLSC is actively pursuing. A Directors' liability to account to MLSC is not unlimited and depends upon the facts of the case. It is a defense that the profits or advantage were made with the informed consent of MLSC.

iii. Directors contracts with MLSC
The general rule is that contracts made by a Director with MLSC are voidable at the option of MLSC. This includes contracts in which Directors have an indirect interest. The fairness of the contract is irrelevant, and this is applied as a strict rule. The contract may be validated by ratification at a general meeting, provided there is full disclosure.

iv. Conflict of external duties with Directors' duties
Where a Director holds an office or property, which creates duties in conflict with his duties as a Director of MLSC, they should declare the interest at the next meeting of the Board after they become aware of the conflict.

b) Confidential Information

Directors need to acknowledge that from time to time, information will be provided to them which will be considered to be "confidential". "Confidential information" is any information:

i. Determined by the Board, and so declared by marking "confidential" or by statement agreed by the Board at the time of declaration; or
ii. Which may be reasonably considered by the Board to be commercially or otherwise sensitive or likely to be so to the Board?

Directors have a duty not to make unauthorised disclosure or use of MLSC information and a duty not to disclose or exploit confidential information, such as commercially or price sensitive information or information which is confidential by virtue of a contractual arrangement.

Information is commercially sensitive where it is of specific value to the group concerned, particularly where its disclosure would allow others to "reap without sowing" or would otherwise be detrimental to MLSC. In the context of MLSC, this would involve any information that is of value to MLSC in the sense that its disclosure might cause damage to MLSC's reputation, or disclose plans which MLSC would not want revealed to its competitors or third parties.

Directors should not reveal any discussions or meetings or documents relating to policies or plans in their initial stages without the consent of the other members of the Board. Practicality and convenience must be taken into account. The Board should at the very least be informing its members of the major decisions, which it has made and report on the reasons for these decisions.

The Board is justified in not disclosing all its activities on the basis that in doing so it is acting in the interests of MLSC, by preventing information which may be detrimental to it from being revealed and potentially distorted.

Directors must remember that they have a duty to act in the interests of MLSC as a whole, which includes the interests of all members. Directors should support all determinations of the Board regardless of their support or dissent during the Board meeting. It is essential that discussions of the Board are freely entered into. However, it is imperative that beyond the meetings of the Board all Directors are united in the determination of the Board. Directors must always be sure that their actions are in the best interests of MLSC, rather than for political expediency. This may from time to time place a Director in a difficult position, for example if asked to comment by a member, on a matter which is confidential to MLSC. The Directors duties to MLSC must always be upheld despite the relationship which may exist between the Director and the member.

c) Duty not to Divert Corporate Opportunities
Misuse by a Director of MLSC's property so as to make a personal gain or gain for any other person (for example, a company in which the Director is interested) without the authority of MLSC is a clear breach of a Director's fiduciary obligation. In particular, a Director must exploit corporate opportunities for the benefit of MLSC. A Director who breaches this duty may be liable to account for any gain or profit made. Breach of this duty may also involve a breach of a Director's duty of honesty described above.

d) Declaration of Director's Interests
   i. Directors' Interests
   ii. Director is disqualified:
      - from holding any place of profit or position of employment in MLSC, or in any company or incorporated association in which MLSC is a shareholder or otherwise

interested; or

- from contracting with MLSC either as vendor, purchaser or otherwise except with express resolution of approval of the Board. Any such contract or any contract or arrangement entered into by or on behalf of MLSC in which any Director is in any way interested will be voided for such reason.

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

f) General Disclosure
A Director may make a declaration in the form prescribed by MLSC that the Director is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company. After such general notice it is not necessary for such Director to give a special notice relating to any particular transaction with that firm or company.

g) Recording Disclosures
The Club Administrator should record in the Board minutes any declaration made or any general notice provided to the Board.

h) Conflicts
A Director, notwithstanding the interest, may be counted in the quorum present at any meeting but cannot vote in respect of any contract or arrangement in which the Director is interested. If the Director votes, the vote should not be counted.

i) Execution of documents

A Director must not execute a document where the Director is interested in the contract or arrangement to which the document relates.

5.2.4 Financial

Regulations require MLSC to keep financial records for at least seven years that correctly record and explain their transactions and financial position and performance. The financial records must enable true and fair financial statements to be prepared and they must be able to be audited annually.

At the end of the financial year a report which consists of financial statements – profit and loss statement, balance sheet and statement of cash flows, disclosures and notes and the Director's declaration must be produced as part of statutory duties.

Directors must monitor performance and ensure that the end of financial year responsibility when the Director's declaration is signed on the resolution of the Board, is given serious consideration and professional assistance is sought if necessary.

Directors must make sure MLSC accounting and reporting processes are timely and accurate as well as ensuring that other reporting conditions with government and contractual grants are met. Directors are responsible to the members for the management of the funds of MLSC and it is important that Directors monitor the Companies financial situation. Financial literacy is a skill that all Directors must

have or acquire.

5.2.5 Budget Procedures

a) Initial Budget

Each Club Section must prepare an annual draft budget. This draft budget will be reviewed by the Board and each Club Section will then be provided with a budget allocation.
The detailed annual budget of each Club Section (i.e. with amounts allocated to the various income and expenditure categories) is to be provided to the Director of Finance in accordance with the timetable prepared and approved by the Board. The detailed budget allocation of each Club Section must be finally approved by the Director of Finance, and subsequently by the Board.

b) Budget Revisions

At any time throughout a year, Club sections may make requests to the Board (based on the delegated authority limits) to re-allocate funds between categories in their budget. Circumstances can also arise that necessitate a budget transfer from one Section to another, for example, in the case of urgent repairs to equipment following an accident. Budget transfers across Club Section boundaries require the approval of the Heads of the Sections concerned. Duly approved changes are to be notified to the relative Club Officers. Transfer limits will be as per expenditure limits.

c) Specific Items

A number of expenditure classifications are treated as Specific Items (e.g. equipment leases and licenses and building related expenditure). These items may be included in a Club Section's budget. However, before any expenditure is committed, liaison with, and approval, may be required from the Director of Finance or the Board. See **By-Law 6.2.3** for details and procedures relating to Specific Items.

d) Sundry Expenditure

When establishing a budget it is common to group a number of smaller items under the one category of "Sundries". In general this category should not exceed 5% of the total annual budget. When actual expenditure is incurred it should be appropriately classified in accordance with the MLSC Chart of Accounts.

5.2.6 Expenditure

a) General Principles

It is necessary to ensure that all expenditure incurred by MLSC relates to the promotion of the objects of MLSC as set out in the MLSC Strategic Plan and the following general principles:

i. Accountability

The Directors, elected Committee Members and Non-elected Officers are accountable to the Board for the monies allocated and available to each section of the Club and have an obligation for ensuring that all monies are efficiently and effectively committed.

ii. Expenditure limits

Other than as provided in these By-Laws, the following expenditure limits are embedded in the MLSC general ledger and payments system. They are inclusive of GST.

Expenditure Over $250.00

For either capital purchases (i.e. fixed equipment, boards, skis, motors etc.) or operational

and repair expenses (repair to equipment, non-capital purchases such as Nipper T-shirts or supplies from LSV). The proposed expenditure must be discussed with the Director of Finance BEFORE committing to the expense and the responsible Director must approve it.
A Club Purchase Order Form must be obtained from the Club Administrative Officer.

Expenditure Under $250.00
Any expenditure must be authorised by the responsible Director before being incurred and details faxed to the Director of Finance. Details to include:

- Description of expense
- Who the order is placed with
- Price
- Likely timing for payment

iii. Ownership of Funds
Subject to terms and conditions of grants where applicable, all funds held in MLSC accounts belong to MLSC, irrespective of any claims that individual members may have on these funds in respect of certain programs or projects, and all spending of MLSC funds must be in line with these guidelines. All items purchased through MLSC accounts are the property of MLSC.

iv. Commitment or Expenditure of MLSC Funds
All purchasing must be in compliance with MLSC's purchasing policies. All orders must be on an official MLSC purchase order form and authorised in accordance with expenditure limits set out in **By-Law 5.2.6(ii)**

v. Individual's Expenditure Reimbursement and Credit Card Expenditure
Expenditure reimbursement or credit card expenditure statements cannot be authorised for payment by the payee or the person who incurred the expense. Authorisation in normal circumstances is to be by the responsible Director or the Director of Finance. In the case of the Director of Finance, authorisation for payment is to be made by the President or another nominated director.

vi. Staff or member involvement with outside organisations dealing with MLSC
All transactions must comply with the "MLSC Conflict of Interest Policy". A conflict of interest, real or potential, exists where staff or associates (e.g. family members, partners) of staff or members stand to derive a personal benefit from any transaction involving the supply of goods or services to MLSC. Staff must disclose any such conflict of interest to the relevant Director and obtain written authorisation from the President for the transaction to proceed.

vii. Splitting Purchase Orders
Splitting purchase orders with a view to circumventing authorised expenditure limits is a prohibited practice. Disregard of the ban may result in disciplinary action and/or the suspension of an officer's delegation. (

b) General expenditure
Subject to any additional guidelines established by the Board, Directors have authority to spend monies in line with their budgets (see **By-Law 6.2.3**). Further, for any single line item, they may exceed the budget allocation for that item by up to 10%:

- provided the increase does not represent more than 5% of the total budget for the Business Unit; and
- subject to the overall availability of funds.

This restriction does not apply to line items where total expenditure for the year is less than $500.

Expenditure beyond these limits will require a budget revision that must be approved and forwarded to the Director of Finance.

(c) Specific Items of expenditure

Specific provisions apply to committing expenditure on the Specific Items detailed below. In all cases, the limits apply to an individual transaction, not to the overall cost category.

i. Real Estate

Contracts, leases or licences involving real estate must be approved and executed by the Board.

ii. Motor Vehicles

The Board shall approve:

- the purchase of motor vehicles, including replacements; and
- the lease of motor vehicles.

Motor vehicle purchase contracts or leases shall be executed by the Director of Finance as an authorised representative of MLSC.

The short term hire of motor vehicles may be approved by the Director of Finance.

iii. Major Building Projects

All requests for expenditure on major building projects must be approved and contracts executed by the Board.

iv. Minor Building Works, Repairs and Maintenance

The budget allocation limit for minor building works, repairs and maintenance is $1,100 (including GST). Works costing in excess of this are classified as major building projects.

For expenditure on minor building works up to and including $1,100 (including GST) normal budget provisions and general expenditure limits set out in **By-Law 6.2.3** apply.

All requests for expenditure on minor building works in excess of $1,100 (including GST) or which create a permanent change to the physical environment must be approved by the Board. The Director of Facilities shall be responsible for arranging the timely undertaking of all works and the negotiation and execution of contracts as an authorised representative of MLSC.

Once this has been approved, the works must be approved by the City Of Kingston through an ‘Approval in prinicple’ application. Once this is approved the works may commence.

The Board must approve all repair and maintenance agreements that commit or

potentially commit MLSC to ongoing payments. The Director of Facilities shall be responsible for arranging execution of those agreements as an authorised representative of MLSC.

v. Equipment Purchases, Leases or Licences

For the purposes of this section, "equipment" includes office equipment, furniture, IT and software, maintenance and support. Other than as set out in paragraphs a) to c) below:

a) all equipment purchase contracts and lease and licence agreements require approval of the Board; and

b) for equipment purchases or for a lease or licence of equipment for a period of one year or less, normal budget provisions and general expenditure limits set out in **By-Law 6.2.3** apply;

c) for equipment leases or licences that involve commitments for more than one year require approval by the Board

vi. IT and Electronic Office Equipment

Approval of the Director of Administration is required for the purchase, lease or license of IT and electronic office equipment where the items are in compliance with the IT standard operating environment. Normal budget provisions and general expenditure limits set out in **By-Law 6.2.3** apply.

Appropriate procedures relating to obtaining of quotations, use of approved preferred supplier lists and tendering processes must be followed when making purchases. This process should include identification of any related obsolete equipment along with any proceeds from disposals.

vii. Software Licenses, Maintenance and Support Agreements

The use and acquisition of software must comply with software licenses, maintenance and support agreements.

viii. Other Equipment

Decisions regarding whether to purchase or to lease or license equipment are financing decisions and must be made by the Board.

ix. Travel

Expenditure related to interstate or overseas travel cannot be authorised by the individual undertaking the travel. The itinerary and travel authorisation is to be authorised in normal circumstances by the Board. The travel must be authorised in advance.

5.2.7 Income

(a) General Principles

It is necessary to ensure that all new significant and material income earning activities:

- do not over-expose MLSC to risk and/or liability; and
- relate to the promotion of the objects of MLSC as set out in the MLSC Strategic Plan.

New activities are those involving non-traditional areas as distinct from entering into relationships with new customers involving conventional products and services.

New activities require the prior approval of the Board. In seeking approval, a business case should be presented including identification of how the income will be earned and the related expenditure together with details of any obligations on MLSC resulting from this activity i.e. either expense or capital commitments.

The member who initiates a new income earning activity is accountable to the Board for risks and/or liabilities incurred and ultimate collection of monies invoiced under the arrangement.

(b) Income from the disposal of equipment

The authorisation limits in the table below relate to equipment purchased or otherwise acquired by a Club that has become obsolete or no longer required by MLSC. The authorisation limits are GST exclusive. Before disposal, the possibility of redeployment to another Club Section should be considered. All disposals should aim at maximising the economic return to MLSC.

Authorisation Limit	**Approval by**
Items with replacement cost up to $250	Responsible Director
Items with replacement cost up to $500	Responsible Director & Director of Finance
Items with replacement cost over $500	Board

Where the disposal is of a group of similar items (eg a number of PCs) the authorisation limits apply to the aggregate value of the items.

Any proceeds from disposals will be placed into general club revenue.

(b) Income from grants and sponsorship

Income derived from grants or sponsorship usually commits MLSC to the performance of certain agreed obligations. These obligations will be set out in the funding or sponsorship agreement. Funding or sponsorship agreements must be approved in accordance with the limits set out in the table below:

Grant or Sponsorship Limit	**Approval by**
Income up to $500	Responsible Director & Director of Finance
Income over $500	Board

5.2.8 Other finance related authorities

a) Salary Packaging

The Board must approve salary packaging arrangements for individuals.

b) Staff Appointments, Promotions, Salaries and Allowances

The Board must approve Staff Appointments, Promotions, Salaries and Allowances

c) Engaging Consultants

The Directors need to give careful consideration to whether it is appropriate to engage a person on a contract basis or as an employee. The Board shall approve all requests to engage a consultant.

d) Authority to Invest MLSC Funds

Item	**Approval by**
New Investment Product	Board
Investment in Existing Product	Director of Finance
Withdrawal of Investment Funds to apply to Life Saving Victoria accounts	Board

5.2.9 Execution of documents by MLSC

(a) Where the approval of the Board for the commitment of expenditure or the performance of obligations is required and this commitment or obligation is documented in a manner for execution by MLSC, execution of the document shall be by the Board as follows:

i. Documents required to be executed by the Board must be accompanied by a recommendation from the responsible Director and a summary of the key commercial terms. The summary should provide details of the following items as a minimum:

- document title;
- parties;
- purpose of document;
- key dates;
- quantum of consideration;
- primary obligations of MLSC; and
- obligations of other parties.

ii. When a document has been prepared by external lawyers acting on MLSC's behalf, a legal sign-off letter must be provided by the relevant law firm stating that the final document has been prepared in accordance with MLSC's instructions, does not impose any unusual or onerous obligations on MLSC and is in order for execution by MLSC.

iii. The Board may execute the document without using a common seal in accordance with section 127(1) of the Corporations Act 2001 (Cth) if the document is signed by two directors using the following form:

EXECUTED by **MORDIALLOC LIFE SAVING CLUB** in accordance with section 127(1) of the Corporations Act 2001 (Cwlth) by authority of its directors:

.....	.....
Signature of director	Signature of director
.....	.....
Name of director	Name of director

iv. The Board may execute the document under seal if the fixing of the common seal is witnessed by two directors using the following form:

THE COMMON SEAL of **MORDIALLOC LIFE SAVING CLUB** is duly affixed by authority of its directors in the presence of:

Seal

.....	.....
Signature of authorised person	Signature of authorised person
.....	.....
Office held	Office held
.....	.....
Name of authorised person	Name of authorised person

v. Where authorised, a Director may execute a document on behalf of MLSC as its authorised representative using the following form:

SIGNED by **<Name>** as authorised representative of **MORDIALLOC LIFE SAVING CLUB** in the presence of:

.....	.....
Signature of witness	By executing this agreement the signatory warrants that the signatory is duly authorised to execute this agreement on behalf of **MORDIALLOC LIFE SAVING CLUB**
.....	
Name of witness (block letters)	

5.3 Board of Directors and Committee members Code of Ethics

1. Respect the rights, dignity and worth of fellow Directors.	• Within the context of a person's position and responsibilities, treat everyone equally regardless of sex, disability, ethnic origin or religion.
2. Be fair, considerate and honest.	• All Directors are deserving of equal say and attention.
3. Responsibility of Directors is for the whole organisation.	• Directors are elected "to provide overall direction and leadership for Society activities and services".
4. Be professional and accept responsibility for your actions.	• Directors should attend all Meetings. • Directors should be punctual and should not depart Meetings early. • Language, manner, preparation and presentation should display high standards. • Display control, respect, dignity and professionalism • Encourage fellow Directors to demonstrate the same qualities.
5. Make a commitment to have a detailed understanding and knowledge of the entire organisation.	• Improve their current knowledge and understanding of MLSC by reading all relevant documents. • Seek continual improvement through ongoing education and training, whether offered or sought. • Maintain appropriate files.
6. Operate within the rules and spirit of LSV and SLSA.	• Directors should be familiar with and follow the MLSC Constitution, By-Laws and Policies.
7. Confidentiality is critical.	• Directors should maintain confidentiality in accordance with adopted Policies.
8. Refrain from any form of personal abuse towards fellow Directors.	• This includes verbal, physical and emotional abuse.
9. Refrain from any form of harassment.	• This includes sexual and racial harassment, racial vilification and harassment due to disability.
10. Declare any potential Conflict of Interest.	• Directors should declare any and all potential Conflicts of Interest(s) in accordance with adopted Policies.

11. Expression of Concern.	• Any concerns regarding the conduct of the Board Meetings should be directed without delay to the President. • Actions taken by Directors or Committee members should be directed, without delay to the President.
12. Other Duties of Directors.	• To act honestly at all times. • Not to make improper use of information for personal advantage. • Not to gain by improper use of the position. • Duty of Care. • Directors should exercise a degree of skill and diligence that any ordinary person would expect a Director to take. • Directors should ensure obligations under the Corporations Act are met.
13. Be a positive role model.	

6 COMMITTEES

6.1 Meeting Procedures

6.1.1 General

a) The Chair of a Committee may, with the consent of the meeting, adjourn it from time to time, and from place to place.
b) Any person not being a member of a Committee who is permitted by the Chair to attend a meeting of the above groups may not address the meeting except at the invitation of the Chair, and in such case no voting privilege shall be thereby conferred.

6.1.2 Voting at Meetings

a) Unless otherwise provided in the Rules, every resolution submitted to a meeting of a Committee shall be decided by a show of hands.
b) Subject to the provisions for the Chair's casting vote, every member present shall have one vote.
c) At any meeting a declaration by the Chair that a resolution has been carried by a specified majority or lost or not carried by a specified majority, and an entry made to that effect in the minutes of that meeting shall be conclusive evidence of the fact without proof of the number or relative proportion of the votes recorded in favour of or against such resolution.

d) In the case of an equality of votes, the Chair of a Committee shall have a casting vote in addition to that to which he or she is entitled as a member of that Committee. The equality of votes shall be announced prior to the Chair declaring his casting vote.
e) At any election conducted by a Committee, the Chair shall announce the outcome of the election.

6.1.3 Agendas and Minutes

a) Agendas for meetings of a Committee shall be distributed to appropriate members 4 days prior to the Meeting.
b) Minutes of meetings of a Committee shall be distributed to members of the particular meeting within 14 days of the Meeting at which they were taken.
c) Minutes of all meetings must be confirmed as correct by the Chair at the next meeting.

6.1.4 Absence from Meetings

If a member misses three consecutive meetings of a Committee of which they are a member without furnishing a satisfactory reason for such absence, their position may be declared vacant by a two-thirds majority of the persons present at the Committee at which the non-attendance is raised.

6.1.5 Order of Business

The order of business shall be as set out in the agenda distributed to the members of a Committee prior to the meeting.

6.1.6 Rules of Debate

a) The Chair of a Committee shall preside at each meeting of the respective group ensuring that debate on any and every issue is conducted in a fair and consistent manner.
b) The preferred resolution of debate is by consensus.
c) On a request of those present, formal debate shall be conducted whereby a motion shall be proposed and seconded with the proposer and seconder allowed to speak first, then those for and against allowed to speak. The proposer shall be permitted the last right to speak on the matter.

6.1.7 Quorum

The quorum for each Committee meeting in general shall be a majority of the number of persons eligible to be present at the meeting.

6.2 Management Committee

6.2.1 Role of Management Committees

The day to day affairs and running of the Association shall be managed by the Management Committee

Under the leadership of the Board the Management Committee members are required to:

a) work within their specified roles and responsibilities as set out in By-Law 7 Club Functional structure;
b) discuss, debate and submit objective recommendations on issues to the Board or relevant Council (as appropriate);
c) assess items that may be referred to them from time to time.

6.2.2 Duties of Management Committee Members

Management Committee members are expected to:

a) submit recommendations to the Board;
b) exercise care to make decisions in the best interests of MLSC;
c) avoid conflict of interest;
d) work within the specified terms of delegation;
e) interact with key stakeholders and members as required;
f) report back to the stakeholders at the Board or General Meetings as required;
g) evaluate their effectiveness as a Committee.

6.2.3 Management Committee Member Limitations

The Management Committee reports to the Board and is accountable for the performance of their duties as a Management Committee member. A Management Committee member must work cooperatively with the officers or any MLSC staff member; No Management Committee member is authorised to incur expenses or debts on behalf of MLSC; All Management Committee members are expected to abide by MLSC's rules, policies, regulations and directives.

6.2.4 Nominations of Candidates

Nominations for candidates to be elected to the Management Committee shall be called for by the Association twenty one days prior to the Annual General Meeting. When calling for nominations the Association shall also provide details of the necessary qualifications and job description for the positions (if any). Qualifications and job descriptions shall be as determined by the Board from time to time.

Nominations of candidates for election as a committee member shall be:

- made in writing, signed by two Members and accompanied by the written consent of the nominee (which may be endorsed on the form of nomination); and

- delivered to the Association not less than 7 days before the date fixed for the holding of the Annual General Meeting, and the Association shall send the nominations to the Members entitled to receive notice under this Constitution together with the agenda for that General Meeting.

If insufficient nominations are received to fill all available vacancies on the Committee the candidates nominated shall, subject to declaration by the chairman, be deemed to be elected: and the remaining positions will be deemed casual vacancies.

If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall, subject to declaration by the chairman, be deemed to be elected.

If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order, for each vacancy on the Management Committee.

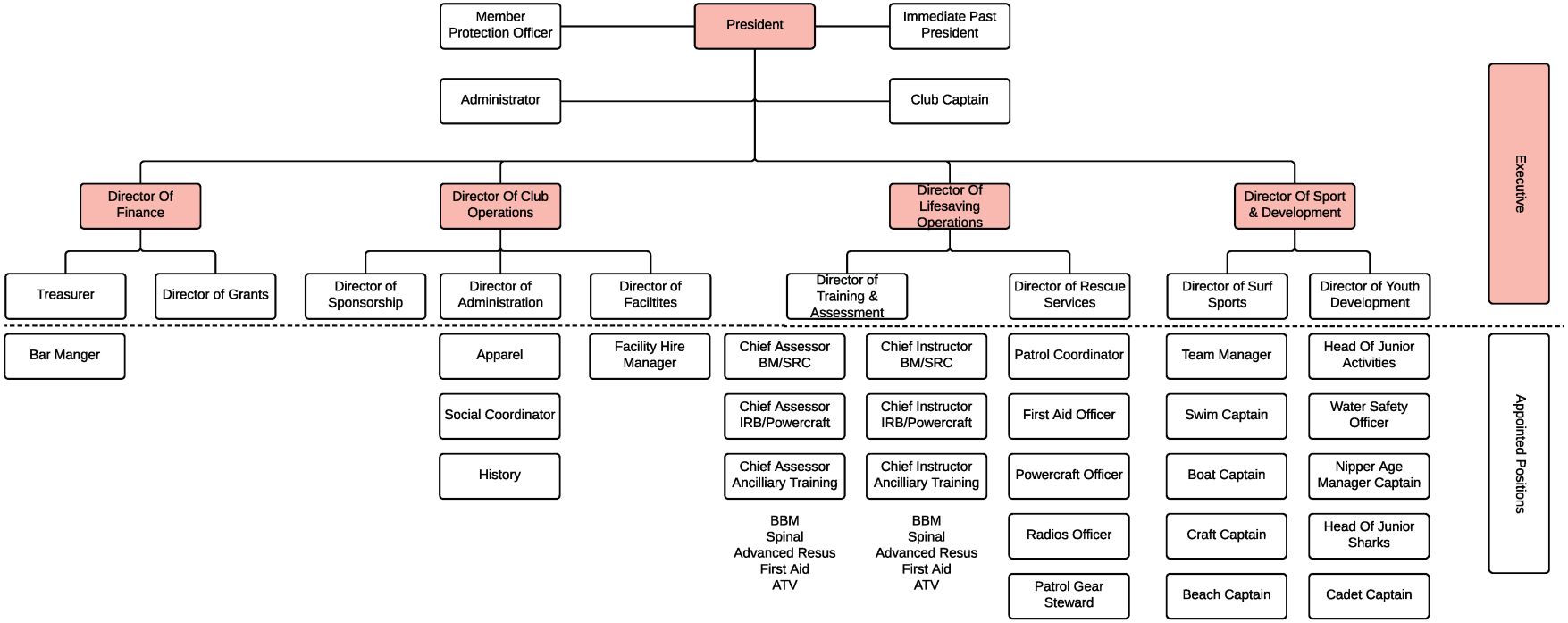
6.2.5 Voting procedures

Elections shall be conducted by such means as is prescribed by the Board in its By-Laws.

6.2.6 Term of Office of Committee Members

The Committee Members shall be elected for a term of 1 year, which shall commence from the conclusion of the Annual General Meeting. Committee Members may be re-elected.

Mordialloc Life Saving Club



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7.1 Position Description – PRESIDENT

Position Objective:	Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the role of the President is to preside over all activities of Mordialloc Life Saving Club, have a final responsibility for the integrity and development of the organisation and demonstrate leadership in representing the organisation at the highest level. In addition to manage the operation and future development of all Club activities to ensure that all functions are carried out to ultimately achieve the Club's objectives.
Responsible To:	The Executive Club Members LSV
Reporting Positions:	The Executive Club Captain Directors of the club Member Protection Officer Club Administrator
Financial Authority:	To approve any expenditure (in consultation with the Director - Finance) and in accord with the Club Expenditure Policy.
Functions:	1. Fulfil the obligations of a Director of Mordialloc Life Saving Club. 2. Provide leadership and direction in all Club activities and manage the ongoing operation of the Club in conjunction with the Board of Management listed above. 3. Represent the Club at local community level, LSV meetings, SLSA Presidents forums and any other formal functions as required. 4. Monitor the Club's operation by way of effective reporting by club officials. Evaluate the completion of designated tasks by Club officials and instigate corrective action where necessary. 5. Chair meetings of the Board and Committee. 6. Develop a Strategic Plan for the Club in accordance with the Club's objectives, initiate a program for the implementation of the Plan. 7. Appoint sub-committees to deal with specific areas of Club operation. 8. Act as a spokesperson on all matters generally affecting the Club. 9. Act generally in the best interests of the Club.

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7.2 Position Description – DIRECTOR OF FINANCE

Position Objective:	Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the role of the Director of Finance is to coordinate all functions associated with the Club's finances and to assist in the development and monitoring of budgets. Provide timely and accurate reports to the executive on Club expenditure against budgets. Monitor and review were necessary the controls of all financial transactions.
Responsible To:	President The Executive Club Members
Reporting Positions:	Treasurer Bar Manager Director Of Grants
Financial Authority:	Purchase of budgeted items jointly with the President and individual items (not budgeted) in consultation with the Section Head and the President in accord with the Club expenditure Policy.
Functions:	1. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 2. Chair the Finance Review Committee. 3. Management of the Club's expenditure in consultation with the Club Executive. 4. Develop the annual budget and monitor against expenditure. 5. Co-ordinate the production of the budgets for each section and assist the relevant executive in charge in preparation of the individual budget. 6. Ensuring all requirements of Corporate Affairs are fully met; 7. Ensuring all requirements of the ATO are fully met; 8. Providing counsel for corporate governance principles and individual director liability; 9. Develop, implement and monitor financial controls for the Club. 10. Prepare the annual financial statements and coordinate the audit of the Club's accounts. 11. Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively. 12. Act generally in the best interests of the Club.

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7.3 Position Description – DIRECTOR OF CLUB OPERATIONS

Position Objective:	Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the Vice President – Operations is the delegate President with regards to the operations of the Association with a focus upon the portfolios of Finance, Marketing, Facilities and Administration.
Responsible To:	The Executive Club Members
Reporting Positions:	As delegate of the President: Director of Marketing Director of Facilities Director of Sponsorship
Financial Authority:	As delegated of the President, approve any expenditure (in consultation with the Director - Finance) and in accord with the Club Expenditure Policy.
Functions:	1. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 2. Together with the President provide leadership and direction in all Club activities and manage the ongoing operation of the Club in conjunction with the Executive listed above. 3. Together with the President represent the Club at local community level, LSV meetings, SLSA forums and any other formal functions as required. 4. Assist the President to monitor the Club's operation by way of effective reporting by club officials. Evaluate the completion of designated tasks by Club officials and instigate corrective action where necessary. 5. Chair meetings of the Board and Committee in the absence of the President. 6. Overseeing the Association's compliance program and ensuring all company legislative obligations are met; 7. Establishing an annual board calendar to ensure timely completion of all business and reporting matters; 8. Prepare minutes of all Executive, Committee and General meetings and arrange for their circulation. Reply to correspondence as directed by the Director-Administration or President. 9. Ensuring that the agenda and board papers are prepared and forwarded to directors at least six days before the board meeting; 10. Recording, maintaining and distributing the minutes of all board and board subcommittee meetings as required; 11. Preparing for and attending all general meetings of the Association; 12. Recording, maintaining and distributing the minutes of all Annual and Special General Meetings of the Association; 13. Assist the President to develop a Strategic Plan for the Club in accordance with the Club's objectives, initiate a program for the implementation of the Plan. 14. In the absence of the President act as a spokesperson on all matters generally affecting the Club. 15. Act generally in the best interests of the Club.

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7.4 Position Description – DIRECTOR OF LIFESAVING OPERATIONS

Position Objective:	Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the Director of Lifesaving Operations is the delegate President with regards to the operations of the Association with a focus upon the portfolios of Life Saving, Competition, Training and Assessment and Youth Activities. The Director of Lifesaving Operations is required to hold, or have held a SLSA Bronze Medallion.
Responsible To:	The Executive Club Members
Reporting Positions:	As delegate of the President: Director of Rescue Services Director of Training & Assessment
Financial Authority:	As delegated of the President, approve any expenditure (in consultation with the Director - Finance) and in accord with the Club Expenditure Policy.
Functions:	1. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 2. Together with the President provide leadership and direction in all Club activities and manage the ongoing operation of the Club in conjunction with the Executive listed above. 3. Together with the President represent the Club at local community level, LSV meetings, SLSA forums and any other formal functions as required. 4. Assist the President to monitor the Club's operation by way of effective reporting by club officials. Evaluate the completion of designated tasks by Club officials and instigate corrective action where necessary. 5. Chair meetings of the Board and Committee in the absence of the President. 6. Assist the President to develop a Strategic Plan for the Club in accordance with the Club's objectives, initiate a program for the implementation of the Plan. 7. In the absence of the President act as a spokesperson on all matters generally affecting the Club. 8. Act generally in the best interests of the Club.

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7.5 Position Description – DIRECTOR OF SPORT & DEVELOPMENT

Position Objective:	Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the Director of Sport & Development is the delegate President with regards to the operations of the Association with a focus upon the portfolios of Life Saving, Competition and Youth Activities. The Director of Lifesaving Sport & Development is required to hold, or have held a SLSA Bronze Medallion.
Responsible To:	The Executive Club Members
Reporting Positions:	As delegate of the President: Director of Surf Sports Director of Youth Development
Financial Authority:	As delegated of the President, approve any expenditure (in consultation with the Director - Finance) and in accord with the Club Expenditure Policy.
Functions:	1. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 2. Together with the President provide leadership and direction in all Club activities and manage the ongoing operation of the Club in conjunction with the Executive listed above. 3. Together with the President represent the Club at local community level, LSV meetings, SLSA forums and any other formal functions as required. 4. Assist the President to monitor the Club's operation by way of effective reporting by club officials. Evaluate the completion of designated tasks by Club officials and instigate corrective action where necessary. 5. Chair meetings of the Board and Committee in the absence of the President. 6. Assist the President to develop a Strategic Plan for the Club in accordance with the Club's objectives, initiate a program for the implementation of the Plan. 7. In the absence of the President act as a spokesperson on all matters generally affecting the Club. 8. Act generally in the best interests of the Club.

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7.6 Position Description – IMMEDIATE PAST PRESIDENT

Position Objective:	To remain active with the club Executive Committee for a period of at least twelve months following the expiry of their term as President to assist the induction and transition of the new President.
Responsible To:	The President Club Members
Reporting Positions:	None
Financial Authority:	As delegated by the President and Executive
Functions:	1. Introduce the new President to the social, business and local community networks. 2. Act as a mentor for the new President in the performance of the role. 3. Act as a mentor for all new executive and committee members in the performance of their roles 4. Provide advice to their executive and committee in relation to governance and protocol matters. 5. Attend meetings of the MLSC Board as required.

7.7 Position Description – MEMBER PROTECTION OFFICER

Position Objective:	Member Protection Information Officer or MPIO is a person appointed by MLSC as a contact for a person seeking assistance with a Report or Formal complaint of a possible breach of this Policy. The MPIO provides impartial information about policy, process and procedures to the person with the concern or the person who is alleging a breach of this Policy. This role is nominated by the board and cannot be a current board member.
Responsible To:	President
Reporting Positions:	Nil
Financial Authority:	None
Functions:	1. Ensure the safety and welfare for Club Members 2. Assist in grievance and complaints resolution 3. Refer complaints and grievances to other bodies in conjunction with the complaints and grievance related club policies 4. Ensure all required member protection policies are in place and promoted within the club. 5. Implement all club Child Protection, Anti-Harassment and Discrimination, Codes of Conduct, Member Protection and other relevant policies.

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7.8 Position Description – CLUB CAPTAIN

Position Objective:	Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the role of the Club Captain is to provide a focal point at the Club Executive Level for all active members and fulfill a leadership role across the operational areas of the Club specifically Rescue Services, Competition, Development Services and Youth Activities. The Club Captain is required to hold a SLSA Bronze Medallion.
Responsible To:	The Executive Club Members
Reporting Positions:	None
Financial Authority:	In accord with the Club Expenditure Policy.
Functions:	1. Proactively develop, implement and facilitate structured programs that assist: a) leadership and skill development; b) retention of members; c) membership recruitment. 2. Report to the Board on all youth and leadership development programs and activities. 3. Identify up and coming potential leaders for the club. 4. Ensure the club is represented on the appropriate LSV Council. 5. Plan for the continuous improvement of member, youth and leadership development activities. 6. Develop greater awareness of the importance of member protection. 7. Increase club compliance in the implementation of member protection. 8. Monitor compliance with the minimum requirements for members' protection. 9. Attend professional development training as requested to ensure skills and content knowledge are current. 10. Attend LSV management meetings as required. 11. Provide a line of communication between all members and the Committee and Board. 12. Monitor the conduct and discipline of members when identified as members and bring any breaches to the notice of the Board. 13. Act generally in the best interests of the Club. 14. Assist and co-ordinate Club fundraising

7.9 Position Description – CLUB ADMINISTRATIVE OFFICER

Position Objective:	Ensure all administrative aspects of the Club's operations are handled in a timely manner. Assist with Club correspondence and banking/bill paying requirements. Keep an up-to-date list of all financial members and their contact details and liaise with the Treasurer regarding the collection of membership fees.
Responsible To:	Director of Administration
Reporting Positions:	None
Financial Authority:	In accord with the Club Expenditure Policy.
Functions:	1.As per job description

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7.10 Position Description – TREASURER

Position Objective:	In conjunction with the Club Administrative Officer, receive and bank all monies and issue receipts and pay all bills after receiving the necessary authorisations. Keep the prescribed books of accounts and submit a summarised statement to each committee meeting. Prepare an annual statement of Income and Expenditure together with a Balance Sheet setting out the Club's assets and liabilities.
Responsible To:	Director of Finance
Reporting Positions:	None
Financial Authority:	In accord with the Club Expenditure Policy.
Functions:	1. In conjunction with Administration officer and Director Of Finance, keep all monetary matters up to date including all debtors within the agreed terms and all creditors paid in a timely manner.

7.11 Position Description – DIRECTOR OF GRANTS

Position Objective:	To search for and apply for relevant grants for MLSC
Responsible To:	Director Of Finance
Reporting Positions:	Nil
Financial Authority:	None
Functions:	1. To apply for grants on an as per basis 2. To work with each area of the club to identify grants that can gain funds for that area 3. To work with relevant people to get quotes for grants

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7.12 Position Description – DIRECTOR OF SPONSORSHIP

Position Objective:	Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the role of the Director of Sponsorship is to co-ordinate all functions in the provision of the Marketing and promotion of the Club to ensure that: i. Sponsorship of the club is achieved and maintained to the standards required. ii. The desired image is portrayed to the Club's supporters, members, sponsors and Government. The Club's image is raised to the extent of acceptance with our sponsors and within the local community and consideration by the community that Mordialloc is the premier club in Victoria and Australia.
Responsible To:	The Executive Club Members
Reporting Positions:	Nil
Financial Authority:	In accord with the Club Expenditure Policy.
Functions:	1. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 2. Develop new opportunities and maintain existing relationships with sponsors that share the same values as Mordialloc Life Saving Club. 3. Co-ordinate all functions associated with the promoting, fund raising, sponsorship, public relations and general communication of the Club and its activities. 4. Review and implement any directives provided by LSV and National Council. 5. Provide Club Executive with details of operation. 6. Communicate with the general public, members, local authorities, sponsors, supporters, potential supporters and sponsors in promoting the Club and its activities. 7. Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively. 8. Prepare and implement a marketing plan in conjunction with the President to encompass the overall strategic plan for the Club. 9. Assist each of the other members of the Executive Committee in establishing fund raising programs and specific marketing objectives. 10. Establish contact and maintain communication with the media in promoting Club and Club activities. 11. Act generally in the best interests of the Club.

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7.13 Position Description – DIRECTOR OF ADMINISTRATION

Position Objective:	Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Surf Life Saving Club, the role of the Director of Administration is to coordinate all functions in the provision of the Administration Services to ensure that all administration and support services are provided effectively within the standards set in establishing the objectives.
Responsible To:	The Executive Club Members
Reporting Positions:	Club History Officer Apparel Coordinator Social Coordinator Social Media/Website Coordinator Club Administrative Officer
Financial Authority:	In accord with the Club Expenditure Policy.
Functions:	1. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 2. Co-ordinate all functions associated with the provision of administration and related services. 3. Manage the activities of the Clubs Administrative Officer 4. Review and implement any directives provided by LSV and National Council. 5. Provide Club Executive with details of operation. 6. Through the Social coordinator, provide a balanced social calendar for the Club. 7. Be responsible for the timely production of the Club's Annual Report. 8. Provide effective internal communication by means of the Club magazine or other media. 9. Co-ordinate, through the Apparel coordinator, sales and marketing of Club merchandise. 10. Monitor and manage the clubs liquor licensing obligations. 11. Arrange for the provision of legal and insurance services. 12. Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively. 13. Act generally in the best interests of the Club.

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7.14 Position Description – DIRECTOR OF FACILITIES

Position Objective:	Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the role of the Director of Facilities is to coordinate all functions related to the efficient and profitable management of Club facilities to ensure that: (i) All Club facilities are utilised to the maximum capability. (ii) Club facilities are properly maintained to a standard that conveys a level of professionalism to the Club, its members and the public that is above the standard for Life Saving Clubs in Victoria. Manage the Club facilities to ensure that budgeted expense and profit expectations are achieved.
Responsible To:	The Executive Club Members
Reporting Positions:	Facility Hire Manager
Financial Authority:	In accord with the Club Expenditure Policy.
Functions:	1. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 2. Co-ordinate all functions associated with the management and maintenance of the Club's facilities. 3. Review and implement any directives provided OH&S and other regulatory requirements by LSV, SLSA or other regulatory body. 4. Provide Club Executive with details regular updates regarding the operation of club facilities. 5. Communicate with local authorities as required in relation to all matters relating to facility management and operation. 6. Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively. 7. Act generally in the best interests of the Club.

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7.15 Position Description – DIRECTOR OF TRAINING & ASSESSMENT

Position Objective:	Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the role of the Director of Member Development is to coordinate all functions in the provision of Development Services to ensure that: (i) All members have the opportunity to develop skills relevant to the operation and management of a lifesaving club. (ii) Preparation of programs to assist the Directors of Life Saving, Leadership and Development and Competition in the achievement of objectives. Develop and program a plan to achieve a sustained growth in awards achieved each season. The Director of Member Development is required to hold, or have held a SLSA Bronze Medallion and preferably a current Cert IV in Training & Assessment
Responsible To:	The Executive Club Members
Reporting Positions:	Chief Instructor(s) i. Bronze Medallion/Surf Rescue Certificate ii. IRB/Powercraft iii. Other Awards Chief Assessor(s) i. Bronze Medallion/Surf Rescue Certificate ii. IRB/Powercraft iii. Other Awards
Financial Authority:	In accord with the Club Expenditure Policy.
Functions:	1. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 2. Co-ordinate all functions associated with the provision of development services. 3. Ensure that all active members are proficient and maintain a record of proficiencies. 4. Review and implement any directives provided by LSV and National Council. 5. Provide Club Executive with details of operation. 6. Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively. 7. Ensure the club is represented on the appropriate LSV Council. 8. Act generally in the best interests of the Club.

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7.16 Position Description –DIRECTOR OF RESCUE SERVICES

Position Objective:	Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the role of the Director of Life Saving is to coordinate all functions in the provision of the Rescue Services to ensure that: (i) Designated areas are patrolled by at least the minimum number of approved qualified members within the agreed times. (ii) Patrol inspections will result in the Club being in the top 10 clubs of the State. The Director of Rescue Services is required to hold a SLSA Bronze Medallion.
Responsible To:	The Executive Club Members LSV
Reporting Positions:	Patrol Coordinator Patrol Captains Powercraft Coordinator First Aid Officer Radio Officer
Financial Authority:	In accord with Club Expenditure Policy.
Functions:	1. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 2. Co-ordinate all functions associated with the provision of rescue services including the maintenance of efficient quality patrols. 3. Review and implement any directives provided by LSV and National Council. 4. Provide Club Executive with details of operation. 5. Communicate with local authorities on patrol operations. 6. Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively. 7. Ensure all required documentation, log books and patrol reporting is completed in a timely manner, 8. Ensure the club is represented on the appropriate LSV Council. 9. Act generally in the best interests of the Club.

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7.17 Position Description – DIRECTOR OF SURF SPORTS

Position Objective:	Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the role of the Director of Surf Sport is to coordinate all functions in the provision of Club Competition to ensure that: (i) Competition is promoted and encouraged within the Club membership, particularly with new members. (ii) The Club successfully competes in 100% of Victorian Carnivals with teams represented in at least 80% of events. The Club wins 90% of Victorian Carnivals. The Director of Surf Sport is required to hold, or have held a SLSA Bronze Medallion.
Responsible To:	The Executive Club Members LSV
Reporting Positions:	Team Manager Captain – Boat Captain – Craft Captain – Beach Captain – Swim Club Coaches
Financial Authority:	In accord with the Club expenditure Policy.
Functions:	1. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 2. Co-ordinate all functions associated with the provision of Club competition. 3. Review and implement any directives provided by LSV and National Council. 4. Provide Club Executive with details of operation. 5. Develop and promote competition ethics. 6. Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively. 7. Manage the reporting positions to operate within the budgetary limits developed in conjunction with the Director - Finance and approved by the Executive Committee. 8. Ensure the club is represented on the appropriate LSV Council. 9. Act generally in the best interests of the Club.

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7.18 Position Description – DIRECTOR OF YOUTH DEVELOPMENT

Position Objective:	Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the role of the Director of Youth Development is to overseeing youth (6-19 years) leadership and development activities. The Director of Youth Development is required to hold, or have held a SLSA Bronze Medallion.
Responsible To:	The Executive Club Members
Reporting Positions:	Age Managers Water Safety Officer Youth Activities Coordinator Cadet Captain
Financial Authority:	In accord with the Club Expenditure Policy.
Functions:	1. Oversee the preparation and monitoring of: a) Junior Activities Program including Nippers b) Junior Activities competition and representative team management c) Youth development programs, Cadets and youth retention d) Junior Activities administration and management. e) Age managers and review positions yearly 2. Ensure that there is a strong link between junior activities, lifesaving services and competition. 3. Ensure the club is represented on the appropriate LSV Council. 4. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 5. Plan for the continuous improvement of youth development activities. 6. Attend professional development training as requested to ensure skills and content knowledge are current. 7. Attend LSV management meetings as required.

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7.19 Position Description – BAR MANAGER

Position Objective:	To coordinate the stocks and staffing of the clubs bar in conjunction with social functions and facility hire.
Responsible To:	Director Of Finance
Reporting Positions:	Nil
Financial Authority:	In accord with the Club Expenditure Policy.
Functions:	1. To ensure the implementation of relevant staffing policies with MLSC 2. Maintain Responsible serving of alcohol polices for the club 3. Ensure stocks are kept up in conjunction with club administrator 4. In conjunction with administrator, have a drawn up roster for club bar where required.

7.20 Position Description – APPAREL COORDINATOR

Position Objective:	Responsible for purchase and sale of club attire (club bathers, team uniforms, casual wear)
Responsible To:	Director of Administration
Reporting Positions:	None
Financial Authority:	In accord with the Club Expenditure Policy.
Functions:	1.

7.21 Position Description – SOCIAL COORDINATOR

Position Objective:	Liaise with area and section leaders to ensure a balanced social program for the Club.
Responsible To:	Director of Administration
Reporting Positions:	None
Financial Authority:	None
Functions:	1.

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7.22 Position Description – HISTORY OFFICER

Position Objective:	Maintain a history of the Mordialloc Surf Life Saving Club.
Responsible To:	Director of Administration
Reporting Positions:	None
Financial Authority:	None
Functions:	1. To manage the archives of the MLSC which included, but is not limited to electronic files, audio files, visual files, hard copy documents and photographs. 2. To record the history of the club. 3. To ensure the archived information is stored and preserved in an recognised archival method. 4. Assist in establishing a collective memory underpinning decisions, actions and member records. 5. To ensure the archives are managed and preserved in a way that ensures the authenticity, reliability, integrity and usability of archived information. 6. Protect items of historic interest and value. 7. Provide support to the Executive in the protection of intellectual property and copyright. 8. Assist in the publication of the Annual Report to ensure that a complete resume of the year is documented. 9. Maintain the archives and ensure good corporate governance is achieved and can be clearly demonstrated. 10. Oversee the updating of honour boards on an annual basis. 11. To arrange for the hanging of relevant photos and displays of historical interest within the Clubhouse.

7.23 Position Description – FACILITY HIRE MANAGER

Position Objective:	To ensure the maximum usage of the clubs facilities to outside parties.
Responsible To:	Director Of Facilities
Reporting Positions:	None
Financial Authority:	None
Functions:	1. To coordinate the hiring of the club facilities in conjunction with Club Administrator 2. Review and maintain preferred suppliers 3. Communicate with enquires and coordinate requests.

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7.24 Position Description – CHIEF INSTRUCTOR I BRONZE MEDALLION/SRC

Position Objective:	In consultation with Director of Member Development arrange for all Club instruction classes related to Bronze Medallion and Surf Rescue Certificates. Assist with co- ordination and management of annual Bronze/SRC Camp/Courses.
Responsible To:	Director of Member Development
Reporting Positions:	Training Officers
Financial Authority:	None
Functions:	1. Liaise with Training Officers/Director of Member Dev to organise annual Bronze Medallion/Surf Rescue Certificate Camps/Courses. 2. Organise Training Officers and required assistance to appropriately staff all courses. 3. Organise all materials and lesson plans to be distributed to Training Officers prior to each course. 4. Report to Director of Member Development immediately should assistance be required to resolve any issues related to the successful execution of a course. 5. Report to Director of Member Development immediately should assistance be required to resolve any issues related to the successful participation/graduation of a candidate. 6. Liaise with Chief Assessor – BM/SRC to organise assessment dates prior to the commencement of course. 7. Liaise with Club Administrator/Director of Member Dev to manage candidate registrations, payments and processing of final paperwork.

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7.25 Position Description – CHIEF ASSESSOR I BRONZE MEDALLION/SRC

Position Objective:	In consultation with Director of Member Development arrange for all Club assessment related to Bronze Medallion and Surf Rescue Certificates. Assist with co- ordination and management of annual Bronze/SRC Assessment/Requals.
Responsible To:	Director of Member Development
Reporting Positions:	Assessors
Financial Authority:	None
Functions:	1. Liaise with Assessors/Director of Member Dev to organise annual Bronze Medallion/Surf Rescue Certificate Assessment/Requals. 2. Organise Assessors and required assistance to appropriately staff all assessments. 3. Organise all materials to be distributed to Assessors prior to each Assessment. 4. Report to Director of Member Development immediately should assistance be required to resolve any issues related to the successful execution of an Assessment. 5. Report to Director of Member Development immediately should assistance be required to resolve any issues related to the successful participation/graduation of a candidate. 6. Liaise with Chief Instructor – BM/SRC to organise assessment dates prior to the commencement of course. 7. Liaise with Club Administrator/Director of Member Dev to manage candidate registrations, payments and processing of final paperwork.

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7.26 Position Description – CHIEF INSTRUCTOR I IRB/POWERCRAFT

Position Objective:	In consultation with Director of Member Development arrange for all Club instruction classes related to life saving awards. Assist with co-ordination and management of annual IRB Driver/Crew Camp/Courses.
Responsible To:	Director of Member Development
Reporting Positions:	Training Officers
Financial Authority:	None
Functions:	1. Liaise with Training Officers/Director of Member Dev to organise annual IRB Driver/Crew Camps/Courses. 2. Organise Training Officers and required assistance to appropriately staff all courses. 3. Organise all materials and lesson plans to be distributed to Training Officers prior to each course. 4. Report to Director of Member Development immediately should assistance be required to resolve any issues related to the successful execution of a course. 5. Report to Director of Member Development immediately should assistance be required to resolve any issues related to the successful participation/graduation of a candidate. 6. Liaise with Chief Assessor – IRB to organise assessment dates prior to the commencement of course. 7. Liaise with Club Administrator/Director of Member Dev to manage candidate registrations, payments and processing of final paperwork.

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7.27 Position Description – CHIEF ASSESSOR I IRB/POWERCRAFT

Position Objective:	In consultation with Director of Member Development arrange for all Club assessment related to IRB Driver/Crew awards. Assist with co-ordination and management of annual IRB Assessment/Requals.
Responsible To:	Director of Member Development
Reporting Positions:	Assessors
Financial Authority:	None
Functions:	i. Liaise with Assessors/Director of Member Dev to organise annual IRB Driver/Crew Certificate Assessment/Requals. ii. Organise Assessors and required assistance to appropriately staff all assessments. iii. Organise all materials to be distributed to Assessors prior to each Assessment. iv. Report to Director of Member Development immediately should assistance be required to resolve any issues related to the successful execution of an Assessment. v. Report to Director of Member Development immediately should assistance be required to resolve any issues related to the successful participation/graduation of a candidate. vi. Liaise with Chief Instructor – IRB/POWERCRAFT to organise assessment dates prior to the commencement of course. vii. Liaise with Club Administrator/Director of Member Dev to manage candidate registrations, payments and processing of final paperwork.

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7.28 Position Description – CHIEF INSTRUCTOR I ANCILLARY TRAINING

Position Objective:	In consultation with Director of Member Development arrange for all Club instruction classes related to life saving awards. Assist with co-ordination and management of annual Ancillary Camp/Courses in the following awards: 1. Silver Medallion – Basic Beach Management(Patrol Captains) 2. Advanced Resuscitation Technique 3. Spinal Management 4. Provide First Aid 5. ATV Induction
Responsible To:	Director of Member Development
Reporting Positions:	Training Officers
Financial Authority:	None
Functions:	i. Liaise with Training Officers/Director of Member Dev to organise annual Ancillary Camps/Courses. ii. Organise Training Officers and required assistance to appropriately staff all courses. iii. Organise all materials and lesson plans to be distributed to Training Officers prior to each course. iv. Report to Director of Member Development immediately should assistance be required to resolve any issues related to the successful execution of a course. v. Report to Director of Member Development immediately should assistance be required to resolve any issues related to the successful participation/graduation of a candidate. vi. Liaise with Chief Assessor – Ancillary Training to organise assessment dates prior to the commencement of course. vii. Liaise with Club Administrator/Director of Member Dev to manage candidate registrations, payments and processing of final paperwork.

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7.29 Position Description – CHIEF ASSESSOR I ANCILLARY TRAINING

Position Objective:	In consultation with Director of Member Development arrange for all Club instruction classes related to life saving awards. Assist with co-ordination and management of annual Assessment/Requals in the following awards: 1. Silver Medallion – Basic Beach Management(Patrol Captains) 2. Advanced Resuscitation Technique 3. Spinal Management 4. Provide First Aid 5. ATV Induction
Responsible To:	Director of Member Development
Reporting Positions:	Assessors
Financial Authority:	None
Functions:	1. Liaise with Assessors/Director of Member Dev to organise annual Assessment/Requals. 2. Organise Assessors and required assistance to appropriately staff all assessments. 3. Organise all materials to be distributed to Assessors prior to each Assessment. 4. Report to Director of Member Development immediately should assistance be required to resolve any issues related to the successful execution of an Assessment. 5. Report to Director of Member Development immediately should assistance be required to resolve any issues related to the successful participation/graduation of a candidate. 6. Liaise with Chief Instructor – Ancillary Training to organise assessment dates prior to the commencement of course. 7. Liaise with Club Administrator/Director of Member Dev to manage candidate registrations, payments and processing of final paperwork.

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7.30 Position Description – PATROL CO-ORDINATOR

Position Objective:	Ensure patrol lists are prepared and circulated in a timely manner. Liaise with Patrol Captains to ensure all patrols are appropriately manned. Set patrol penalties in conjunction with Dir-Rescue Services. Liaise with Administrative Officer to ensure patrol records are accurate and up-to-date.
Responsible To:	Director of Rescue Services
Reporting Positions:	Patrol Captains
Financial Authority:	None
Functions:	1. Develop patrol roster in conjunction with Director of Rescue Services. 2. Liaise with Patrol Captains to ensure patrol requirements are being met. 3. Report to Director of Rescue Services to identify areas requiring attention or for the continued development patrol members/services. 4. Liaise with Administrative Officer to ensure patrol records are accurate and up-to-date.

7.31 Position Description – FIRST AID OFFICER

Position Objective:	Ensure all first aid equipment is presented to the annual LSV gear inspection in a satisfactory condition. Monitor and repair or arrange repair of all club first aid equipment and ensure first aid stocks are above minimum levels throughout the season.
Responsible To:	Director of Rescue Services
Reporting Positions:	Patrol Captains
Financial Authority:	In accord with the Club Expenditure Policy.
Functions:	1. Audit and prepare First Aid equipment/facilities ready for successful annual gear inspection. 2. Report to Director of Rescue Services immediately on any equipment failure or necessary upgrades. 3. Liaise with Patrol Captains to ensure that First Aid Equipment/Facilities are used in an appropriate manor and correct training has been provided. 4. Liaise with Patrol Captains to ensure that all First Aid stock usage is recorded and replaced as needed.

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7.32 Position Description – POWERCRAFT OFFICER

Position Objective:	To maintain all club lifesaving gear in a safe and usable working condition and in compliance with SLSA, LSV and MLSC policies and SOPs. To achieve this the Gear Steward must: • Communicate effectively and have good interpersonal skills • Maintain confidentiality on relevant matters • Have an understanding of Occupational Health and Safety • Have Project management skills • Have the ability to cope under stressful situations and meet deadlines
Responsible To:	• Club President • Vice President of Life Saving • Director of Rescue Services • Director of Member Development
Reporting Positions:	None
Financial Authority:	In accord with the Club Expenditure Policy.
Functions:	1. Coordinate pre-season servicing of all gear and equipment 2. Ongoing coordination of maintenance and repair of gear and equipment 3. Administration of defective equipment/fault reporting and resolution 4. Coordinate and supervise the correct assembly of powercraft and engines 5. Seek the assistance and support of club members and members of the local community who have skills and experience to assist in achieving objectives 6. Supervise the workforce involved in assisting with gear and equipment 7. Management of fuel purchasing 8. Appoint and coordinate others to assist with gear and equipment (such as Engine maintenance) Additional duties: 1. Maintain a record of gear and equipment issued to relevant sections 2. Supervise the reallocation of gear and equipment to alternative sections based on availability 3. Recommend purchases and asset management decisions to Director of Rescue Services 4. Conduct an audit of gear and equipment for mid season and end of the season, based on LSV and SLSA gear inspection audit documentation. 5. Purchase, repair or replacement of new gear under the direction of the Director of Rescue Services 6. Provide regular communication to Director of Rescue Services, Director of Training, Patrol Coordinator, Senior Instructors, Patrol Captain's and members directly 7. Responsible for the security and return of all gear and equipment

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7.33 Position Description – RADIO OFFICER

Position Objective:	Ensure all radio equipment is presented to the annual LSV gear inspection in a satisfactory condition. Monitor and repair or arrange repair of all club radio equipment as required.
Responsible To:	Director of Rescue Services
Reporting Positions:	None
Financial Authority:	In accord with the Club Expenditure Policy.
Functions:	1. Audit and prepare Radio equipment/facilities ready for successful annual gear inspection. 2. Report to Director of Rescue Services immediately on any equipment failure or necessary upgrades. 3. Liaise with Patrol Captains to ensure that Radio Equipment/Facilities are used in an appropriate manor and correct training has been provided. 4. Liaise with Patrol Captains to ensure that all Radio/Accessory damage is recorded and replaced as needed.

7.34 Position Description – PATROL GEAR STEWARD

Position Objective:	Ensure all patrol equipment is presented to the annual LSV gear inspection in a satisfactory condition. Monitor and repair or arrange repair of all club patrol equipment throughout the season.
Responsible To:	Director of Rescue Services
Reporting Positions:	Patrol Captains
Financial Authority:	In accord with the Club Expenditure Policy.
Functions:	1. Audit and prepare Patrol equipment/trailer/facilities ready for successful annual gear inspection. 2. Report to Director of Rescue Services immediately on any equipment damage or necessary upgrades. 3. Liaise with Patrol Captains to ensure that Patrol Equipment/Facilities are used in an appropriate manor and correct training has been provided.

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7.35 Position Description – Captains – Boat, Ski, Board, Beach, Swim, R&R

Position Objective:	Manage the activities of the respective section in such a way as to achieve the best possible results for Mordialloc LSC. Ensure equipment is maintained in top condition and arrange repairs as necessary after obtaining the necessary approval for expenditure. Co-ordinate training within the section and take responsibility for sectional entries at State and National Championships.
Responsible To:	Director of Surf Sports
Reporting Positions:	None
Financial Authority:	None
Functions:	In accord with the Club Expenditure Policy.

7.36 Position Description – TEAM MANAGER

Position Objective:	To coordinate all major competitions for the club around entries, monies paid, club sanctioned events and ensuring harmonious communication between sections
Responsible To:	Director of Surf Sports
Reporting Positions:	None
Financial Authority:	None
Functions:	1.

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7.37 Position Description – HEAD OF JUNIOR ACTIVITIES

Position Objective:	To be responsible for the planning and execution of the annual Junior Activities (Nipper) program.
Responsible To:	Director of Youth Development
Reporting Positions:	Age Group Leaders Water Safety Officer
Financial Authority:	In accord with the Club Expenditure Policy.
Functions:	1 Plan and implement the nipper program 2 Plan and implement the nipper calendars (comp and Sunday nippers) 3 Ensure all nippers are signed off with LSV water qualifications for carnivals and Sunday nipper program 4 Ensure nippers obtain their surf-ed awards and are signed off with LSV 5 Assist and support Director of Youth Development

7.38 Position Description – WATER SAFETY OFFICER

Position Objective:	Ensure that there are adequate water safety resources for all Junior Activity sessions including participation on Junior Carnivals.
Responsible To:	Head of Junior Activities
Reporting Positions:	Water safety personal
Financial Authority:	None
Functions:	1. Manage rosters for the water safety for Sunday nipper program 2. Undertake a risk assessment process prior to any Aquatic activity for nipper training. 3. Record all water safety hours into club Water Safety Log book 4. Utilize and develop the U14 SRC nippers for Sunday nippers water safety 5. Ensure the water area is set up appropriately for Sunday nippers 6. Oversee and manage that the water safety complies with SLSA requirements during our Nipper program adhering to minimum supervision ratio's and standard operating procedures. 7. Ensure pack up is completed before patrol 8. Ensure all water safety equipment and uniform is stored correctly in appropriate position in equipment area

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7.39 Position Description – NIPPER AGE MANAGER CAPTAIN

Position Objective:	To be responsible for overseeing that the age managers are looking after the safety and well being of their assigned Age group and facilitating the development of surf lifesaving skills through the Mordialloc Nippers program provided.
Responsible To:	Head of Junior Activities
Reporting Positions:	None
Financial Authority:	In accord with the Club Expenditure Policy.
Functions:	1. To be member of the Junior Committee 2. To assist in resolving any issues that may arise within the age groups, nippers and parents To ensure the Age Managers are adhering to the following: 1 Manage assigned age group with attendance, swim assessments, participation at Sunday nippers and leading progression into carnivals 2 Providing our Nippers a fun, supportive and safe environment for your assigned age group at all times. 3 Building confidence, leadership and teamwork 4 To encourage the ongoing participation and enjoyment of Surf Play and Life Saving activities. 5 Supporting and encouraging Nippers to extend their skills into competition through the LSV Carnivals 6 Keeping records of any medical, attendance and performances at Nipper training plus carnivals.. 7 Communicate with the parents of the group via Flexi buzz app and emails when required. 8 To be a Positive role model for the group. 9 Prepare and plan to ensure success 10 Preferred to have Bronze Medallion or willing to complete.

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7.40 Position Description – HEAD OF JUNIOR SHARKS

Position Objective:	To be responsible for the care, safety and well being of the U6 & U7 Age groups known as The Sharks. Leading the development of the U6/7 Nippers and their introduction to surf lifesaving through the Mordialloc Nippers program provided.
Responsible To:	Head of Junior Activities and Director of Youth Development
Reporting Positions:	U6/7 Age Managers
Financial Authority:	In accordance with the Club Expenditure Policy.
Functions:	1 Be a member of Junior Committee 2 Providing our Nippers a fun, supportive and safe environment for the U6/7 age group at all times. 3 Create a team of Age Managers within the age groups to assist in the implementation of the MLSC Nipper program. 4 Manage the U6/7 participation at Sunday nippers 5 Building confidence, leadership and teamwork across the U6/7 Age managers and through to the Nippers 6 To encourage the ongoing participation and enjoyment of Surf Play and Life Saving activities. 7 Supporting and encouraging Nippers to extend their skills into competition through the SEBA Carnivals – South East Beaches Association 8 Communicate with the parents of the group via Flexi buzz app and emails when required. 9 To be a Positive role model for the group. 10 Prepare and plan to ensure success 11 Preferred to have Bronze Medallion or willing to complete.

7.41 Position Description – CADET CAPTAIN

Position Objective:	Provide Leadership, Development and Engagement to our Youth members of MLSC
Responsible To:	Director of Youth Development
Financial Authority:	None
Functions:	1 To be a Mentor and role model to our U13 and U14 Nippers helping with the transition into SRC and the Senior areas of the MLSC 2 Have current SRC or BM 3 Encouraged to participate in LSV M&LD programs 4 Show initiative and involvement with the MLSC Nipper program

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8 CLUB POLICIES

8.1 Patrol Members Obligations

8.1.1 Patrol Obligations.

The patrol season shall be as decided by LSV and the Club, annually. The method of patrol duties shall be determined by the Board prior to the commencement of each Season.

1. Active Members shall attend patrols as rostered or appointed provided that:-
   1.1. Active Cadet Member shall be eligible for duties only commensurate with their qualifications;
   1.2. A member desirous of transferring from one Patrol to another shall do so only with the consent of the Patrol co-ordinator;
   1.3. It shall be permissible to appoint a substitute, when unable to attend, the member appointing such substitute to be responsible in the event of the substitute not attending;
   1.4. Representation at any Carnival as a Selected Competitor or Carnival Official or at any demonstration or meeting of the Association does not constitute attendance and it shall be the responsibility of the individual to arrange substitution in these instances;
   1.5. Exemption for patrol duty may be granted by the Club in special circumstances but for extended periods of exemption written application shall be made to the Committee who shall decide the issue;
   1.6. At each Meeting of the Management Committee a report, taken from the Patrol Register, shall be tabled by the Director of Life Saving or his deputy indicating any breaches that require investigation.

2. **A member must make sure they have paid their membership fees prior to undertaking requalification tests, Club sanctioned training and/or conducting patrol activities. This is mandatory to ensure all members are covered by insurance whilst involved in Club activities.**

3. A member must be currently proficient.

4. Members not rostered as part of the MRS(Core Patrol) must book in to complete patrol hours. Spaces will be limited and it is the members responsibility to accrue a minimum of 16 hours throughout the season.

5. A member is booked in to patrol and who is late for Patrol duty or who misses a Patrol without notifying the Patrol Captain may be allotted a Penalty at the discretion of the Director of Rescue Services.
   - 1st patrol missed = 1 make up patrol
   - 1 patrol missed without make up = 1 make up patrol plus 1 penalty patrol and miss the next LSV State Titles if a competitor
   - 2nd patrol missed = 2 make up patrols plus 1 penalty patrol and miss the next LSV State and SLSA National Titles if a competitor
   - 3rd patrol missed = suspension

6. Failure to attend penalty patrol incurs automatic suspension until the next Club Meeting.

7. Before the Patrol commences duty, the Patrol Captain shall detail the position each person is to take in the event of rescues, allocate qualified IRB personnel to the IRB, and shall detail a member to tower or lookout duty.

8. In the absence of the Patrol Captain the Patrol Vice-Captain shall have like power and authority.

9. Members of Patrol and activities of the patrol are under the control and direction of the Patrol Captain, and members are not allowed to leave the patrolled area unless extenuating circumstances

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arise and then must first obtain permission from their Patrol Captain.

10. Patrol Captains are held responsible for the efficiency of their Patrols, and are required to record in the Patrol Register the names of absentees from their Patrols, and any irregularity such as being late, leaving early or not being in the regulation dress.
11. Patrol Captains shall regularly test their Patrol on their ability and knowledge of the resuscitation methods and rescue procedures utilising the gear on patrol.

12. A member shall obey his Patrol Captains, either in the actual work of lifesaving, or any other duty associated with the activities of the Patrol within the Club.

8.1.2 'Duty of Care'

Lifesavers are bound by these three words. A **'Duty of Care'** is a responsibility we are expected to uphold. **'Duty of Care'** requires lifesavers to act in the interest of preventing beach goers from putting themselves in life threatening situations and providing assistance, to the best of your ability and training, to beach goers who find themselves in difficulty. Your training and attendance on patrol puts you in the position where beach goers have the right to expect you will provide lifesaving services in a professional manner as set out in the rules of Surf Life Saving Australia. If you neglect to fulfill your **'Duty of Care'**, you as an individual may face personal consequences.

An example of poor **'Duty of Care'** *is* sitting behind the patrol area or sleeping on patrol, if someone were to drown and it is shown that your lack of duty of care was a factor in that death, you may find yourself in a very serious personal liability situation.

8.1.3 Patrol Hours

Unless otherwise exempt all Active Members must complete a minimum of 16 patrol hours each calendar year.

Members must arrive on patrol 30 minutes prior to the time listed on the roster. Patrol finishes when the member is released by the Patrol Captain.

Members who are not rostered but wish to complete patrol hours must seek the Patrol Captains approval and complete a minimum of 3 patrol hours.

8.1.4 Proficiency

All members must do their proficiency test prior to the 31st December of the current year. After this date you are not able to do patrols, as you are not insured. Any member wishing to compete for the club must also do their proficiency prior to this date, no exceptions.

8.1.5 Patrol Uniform

As a member of Mordialloc LSC you should take pride in the uniform you wear, knowing that we are a premier lifesaving club in Australia. To maintain the high standards we have set, we must look professional in the official patrol uniform; the public expects this of a Mordialloc LSC.

Full patrol uniform is required by OH&S standards, it is NOT optional:

- Patrol Cap must be worn at all times
- Patrol Shirt
- Patrol Shorts
- Swimming costumes (Club)

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- Wide Brim Hat or Peak Cap (SLSA Issue)
- Sunglasses (to protect your eyes from UV Rays) – your choice

Please do not wear casual clothes on patrol or a non-official hat or head wear over your patrol cap. Initial uniform is supplied. Subsequent uniform requirements can be purchased from the club shop.

8.1.6 Patrol Obligation/Exemption Policy

In relation to patrol duties the following shall apply: -

(a) MLSC recognises the obligation of all qualified members to perform patrol duties and/or other duties within the SLSA structure.
(b) Exemptions from patrol, or other duties, may only be granted in the most exceptional of circumstances.
(c) MLSC may provide exemptions for senior Club Officers, and persons whose Club duties are such that exemption is provided in the Club Constitution and By-Laws or by special resolution of a General meeting of the Club.
(d) The SLSA may provide exemption from all or part of Club Patrol duties for members of the Board of Lifesaving, senior SLSA Officers or members of SLSA Special Rescue Services.
(e) Under no circumstances shall competitors be granted Patrol or Club duty exemptions solely upon competition reasons. Any Patrol or duty exemption, granted by a Club, excepting those provided for in (c) and (d) above, must be immediately submitted for ratification to SLSA (Branch and/or LSV) stating names and reasons for the exemption.
(f) Information shall be issued from time to time advising of the Policy and specific conditions that currently apply to such obligations/exemptions.

8.1.7 Conduct while on Patrol

The image you create by your actions on patrol reflect upon all members of the club.

You are constantly under the scrutiny of the public, they and other members of the club expect an extremely high standard.

Members are to refrain from using bad language, displaying an image of lack of care, no smoking while in uniform and general misbehaviour. At all times display a professional duty of care.

All Mordialloc patrol members shall:-

1. Obey the directions given by your patrol captain at all times.
2. Practice the basic principles of PREVENTION, RECOGNITION, and RESCUE whilst on patrol.
3. Professionally fulfill your patrol duties as delegated by the Patrol Captain.
4. Sign on in the SLSA patrol log book prior to commencing patrol.
5. Encourage swimmers to swim between the red and yellow flags.
6. Warn swimmers entering the water outside of the flagged off area of the danger and hazards and advise them to swim between the red and yellow flags.
7. Be polite and courteous to other patrol members.
8. Encourage board riders to not impose on the swimming area.
9. Wear the correct patrol uniform during your rostered patrol times.
10. Remove your patrol uniform at the completion of their rostered patrol and only wear the patrol uniform during patrol.
11. Not leave the patrol area unless authorised by the Patrol Captain.
12. Always carry a rescue tube and whistle when patrolling the water's edge.
13. Maintain your fluid intake during patrol duties, especially on hot days.
14. Practice the basic principles of Sun Safety (Slip, Slop, Slap and Wrap).
15. Always be polite and courteous when dealing with the public.

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16. Where allocated by the Patrol Captain wear the personal packs (bum bags).
17. Ensure all patrol equipment is erected in a secure and safe manner.
18. Advise the Patrol Captain if feeling fatigued, ill or tired.
19. Check rescue equipment for damage or breakages and report such to the Patrol Captain.
20. Advise members of the public that the beach is closed or is closing i.e. at the end of the patrol day and/or due to dangerous conditions etc.
21. Advise the Patrol Captain of your absence, late arrival or early departure if needed.
22. At all times be under the direction of the Patrol Captain.

8.2 Mordialloc Rescue Services (Core Rostered Patrol)

Mission Statement	• MRS consists of highly qualified surf life savers dedicated to providing a safe aquatic environment for visitors to beaches for which MLSC is responsible • To ensure MLSC is regarded as the best all round Surf Life Saving Club in Victoria • To attract high quality members who are looking beyond the surf lifesaving competition environment
Objectives	• To provide MLSC members with the opportunity to develop strong leadership skills • To be continuously placed within the top ten Victorian SLS Clubs each year in the Patrol Competition and the top club in our district • To establish nine MRS squads of seven members, two of which will be "non-competitor" patrols. • To ensure MLSC fulfills its LSV patrol obligations and our 'duty of care'

Operating Model	• Pre-requisite membership qualifications are:
	  • Bronze Medallion
	  • ART
	  • Plus two seasons patrol experience
	• MRS members must commit to achieving a minimum qualification level, within three years, of:
	  • Provide First Aid
	  • Spinal Managememt
	  • Training Officer Certificate
	  • Silver Medallion - Basic Beach Management
	  • IRB Driver
	  • ATV Induction
	• MRS members must commit to three years of participation.
	• MRS members must commit to fulfilling allocated patrols, or finding a suitably qualified substitute.
	• Each MRS Patrol Structure will be:
	  • Patrol Captain
	  • Patrol Vice Captain
	  • IRB Driver
	  • IRB Crew
	  • Board/Tube Operator
	  • ART Operator
	  • First Aid Operator

Performance Measures/KPI's	• Patrol Captains performance • Internal Patrol Inspections • LSV Patrol Efficiency Competition • MRS Patrol attendance record • MRS Patrol aggregate qualification level
Reward & Recognition	• Supply of MRS Patrol uniform for period of squad membership • Best MRS Patrol Award • The club will provide strong personal references for MRS Members

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Squad discipline policy	• One MRS Patrol default without adequate warning to Patrol Captain and attempt to find a substitute:
	  • Loss of MRS squad membership
	• Three or more defaults in a season with adequate warning and substitute:
	  • Loss of MRS squad membership
	• A committee of Patrol Captains will hear any appeals

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8.3 ATV Patrol Vehicle

Function:

The primary function of the ATV Patrol Vehicle is to provide:

a) Emergency response to accidents or rescues on Mordialloc beach away from the main patrol area;
b) Mobile surf patrols of remote beach areas; and
c) As specifically approved by the Club Executive.

Control:

During patrol hours the operation of the ATV Patrol Vehicle comes under the control of the Patrol Captain.

- One person per patrol will be nominated to be the responsible driver.
- All drivers must provide the clubs administrator with a photocopy of their current licence.

Drivers:

Drivers must be appointed by the Patrol Captain and be a minimum of 18 years of age, hold a current valid full driver's licence (not Probationary Licence) and be a current Bronze Medallion holder.

Passengers:

The vehicle shall carry only passengers who are logged on to the current patrol.

Responsibility:

The Patrol Captain is at all times responsible for the correct use and supervision of the ATV Patrol Vehicle. Should the vehicle suffer damage, or cause damage to other property, whilst being operated outside this policy or normal traffic laws the driver may become liable to cover costs of repair.

Driving Speeds:

Crowded areas:	**Max. Speed 5km/h** Hazard Lights must be on Driving to be as close to waters edge as possible Under no circumstances should the vehicle be driven in the water
Uncrowded areas:	**Max. Speed 50km/h** Hazard Lights must be on
Rescues:	Speed limits as above must be observed Hazard Lights must be on
Public Roads:	All normal traffic laws must be observed

Seat belts must be worn at all times and mesh doors closed(if available) when the ATV is driven on public roads.

Access and Egress to beach:

a) Access and egress to beaches will be by suitably safe and adequately constructed tracks. Where ever possible the track should be checked for pedestrians and the passengers so positioned so as to worn pedestrians of the vehicles movements.

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b) The path directly in from of MLSC gear shed should form the main access route to and from the beach patrol area.
c) The vehicle is not to be driven on any sand dunes or other protected areas.

Patient Transport:

Patients are not to be routinely transported in the vehicle however the Patrol Captain has the discretion to transport patients if considered safe to do so.

Preparation and Storage:

Prior to patrol the Patrol Captain should check:

a) Fuel level is satisfactory.
b) All lights are operating.
c) Any mechanical defects are identified and addressed.

Upon completion of patrol the vehicle should be:

a) Thoroughly rinsed down including under the floor pan and wheel guards.
b) All sand and rubbish removed from inside the vehicle.
c) Fuel checked for immediate re-use in case of call out.
d) Tend to any maintenance or repair of the vehicle and/or notify the Gear Steward.

8.4 IRB

The function of the IRB is to provide:

a) Search and Rescue within inshore waters.
b) Routine patrols of the main and nearby beaches.

Control:

During patrol hours the operation of the IRB comes under the control of the Patrol Captain.

Drivers:

a) Drivers must hold a current IRB Drivers award and be currently proficient and financial members.
b) Trainee drivers must be a minimum age of 16 years and only drive the IRB under the direct supervision of a qualified IRB Driver acting as crewman.
c) Trainee drivers must be currently proficient Bronze Medallion holders.

8.5 Dealing with inappropriate behaviour

Scope

Inappropriate behaviour covers numerous activities that may occur on beaches. These include, but are not limited to:

- Suspect Paedophiles
- Indecent exposure
- Public Sexual Activities

Policy

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Any incident that is reported alleged or observed to have occurred involving “inappropriate sexual advances or behaviour” or “inappropriate adult sexual behaviours (Sexual Molestation of children)” must be handled expediently with sensitivity and discretion.

Under no circumstances should a Lifesaver support or accuse an individual or suspect regardless of the reporting circumstances.

Procedures

Where a person reports someone to a Lifesaver or a Lifesaver observes someone involved in offensive inappropriate behaviour or they believe someone to be suspicious they should follow the procedures listed below: -

- Make note of the person’s description
- Contact LSV Comms for Police assistance
- Maintain surveillance of the water giving close supervision to any child that is at risk of inappropriate adult sexual behaviour.
- When Police arrive, the Lifesaver should offer their assistance. If they require no further help, the Lifesaver should return to their normal duties
- Where Police are not on-site Lifesavers should search for the suspect and observe them staying in contact with their patrol until the Police respond

The Lifesavers observation of the water should not be compromised in this situation

8.6 Dealing with difficult situations

Introduction

Lifesaver operations are wide open to the public view and Lifesavers are constantly watched by beach visitors.

The primary role of a Lifesaver is to observe & protect water users. Because of the nature and variety of facilities that are provided at beaches, Lifesavers also provide a service to the public. You are not only acting as an ambassador for Surf Life Saving Australia, but also as a representative for the authority who manages the beach on which you work.

With this in mind, extensive courtesy should be paid to all persons requesting assistance, even those who are making a complaint. The fact that a beach user is being rude does not justify a Lifesaver to conduct themselves the same way.

Lifesavers must learn to keep an even temperament and a helpful approach, regardless of how they are treated by others - this reflects a major aspect of a professional demeanour

Procedures

Give courteous attention to the beach visitor, answering all questions asked:

- When asked a question to which a Lifesaver cannot supply an answer, the Lifesaver should politely direct the visitor to a source where the information is available.

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- When speaking to a beach visitor, it is usually more polite to remove sunglasses, and maintain eye contact at a similar level to the visitor.

Be prepared to supply beach visitors with answers to commonly asked questions: -

- Examples are air & water temperatures, tide times, weather forecasts, the correct time, conditions and local By-Laws.
- The beach report board should be kept current and neat with no unofficial remarks.

Only use Public address systems for official matters: -

- Anything announced using a PA will be not only heard but also judged by all beach visitors who can hear it.
- Courtesy is of particular importance when messages are heard by large numbers of people.

Never reprimand an individual who has been rescued: -

- The casualty will have already learned a lesson and will more than likely have a 'bruised' ego.
- If important to say anything to the casualty, try and direct it towards the reason they got into trouble and say something constructive to prevent them from getting into that situation again.
- Make the contact as diplomatic as possible.
- Obtain the names and addresses if possible and record in Incident Log.

Avoid lecturing beach visitors: –

- If a point needs to be made, fully explain the rationale and request for compliance.

Provide your name and position to any person requesting the information: –

- A Lifesaver who refuses such information suggests a need to hide from a complaint that may or may not be valid.

Address all people in a friendly and courteous manner: –

- Avoid approaches that start with "hey you" or similar words as this will no doubt set the visitor in a defensive posture that will make understanding or compliance difficult.
- Whenever possible, visitors should be approached personally and spoken to individually.
- The use of public address systems, whistles and signals is good for general announcements, but is often embarrassing when used to address individuals and should be avoided.

Violence

Violence is an incident in which a Surf Life Saving member is abused, threatened, or assaulted by a member of the public or colleague during the course of his/her duties, or even when not on duty but related to those duties.

Verbal abuse and threats are the most common, and physical attacks are rare.

We all have an interest in eliminating violence. For all Surf Life Saving Lifesavers, violence can cause pain, suffering, and even disability or death if severe enough. Physical attacks can be dangerous, but serious or persistent verbal abuse can also damage member's health through stress.

Any Physical or Verbal abuse suffered by any SLS staff/volunteer member should follow the procedures listed below:-

In all cases, Lifesavers should try and calm the situation and move away

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Lone workers

Where provided, Lifesavers should use the ‘Man down button’ on their radios.

Where this is not available, another local agreement should be identified and stated in the Local Operating Procedures

Team Lifesavers

- If possible, you should call for back up pre-fixing your message with “ECHO, ECHO, ECHO” then state your location. i.e. “Echo, Echo, Echo, Main Beach, Main Beach”
- Each available Lifesaver in the vicinity should then make every effort to move to the location and provide back up using safe and legal means of transport. If possible this form of transport may be water-based craft.

Post Incident:

- Inform the Club Captain, MLSC Director of Lifesaving and LSV Comms immediately
- Complete an incident report form (take particular care to complete the narrative as thoroughly as possible and state the nature of the incident)
- Where physical abuse has been suffered, contact the police immediately
- Remain calm and follow other LSV procedures including, Incident Reporting, Media and Notification of Incidents

8.7 Clubhouse Rules

GENERAL

1. The benefits of Club privileges shall be permitted only to members of the Club and such Association visitors as are approved by the Captain and Clubhouse Director and/or written approval of the Secretary.
2. Unseemly conduct likely to interfere with the comfort of other members of the Club shall not be tolerated and members are requested to assist in preventing such conduct.
3. Damage occasioned to clubhouse facilities shall be subject to investigation and decision of liability by the MLSC Executive Committee.
4. Members shall use their individual efforts in preserving the cleanliness of the Club's quarters.
5. A roster of duties may be placed on the Notice Board by the MLSC Executive Committee.
6. Any refusal of clubhouse duties shall be dealt with by the MLSC Executive Committee.
7. Bad language shall not be tolerated in the clubhouse.
8. Pets shall not be allowed in the clubhouse.
9. Clubhouse keys shall be in the control of the President and Administrative Officer.
10. Wet costumes shall not be permitted past the changeroom hallway nor allowed to remain in the dressing room.
11. Foodstuffs shall not be brought onto Club premises or stored or consumed therein except in the patrol room or such other areas as may be designated from time to time by the Committee.
12. All kitchen and cleaning duties shall be completed as soon as possible after completion of meals and shall be done to the satisfaction of the Administrative Officer.
13. Liquor may only be consumed in the clubhouse at an organised function arranged by the Committee.
14. The First Aid Officer, their assistants and patients are the only persons permitted in the First Aid Room. First Aid equipment shall be used for first aid purposes only.
15. Junior (Nipper) Members shall be permitted the use of the "Club Room" whilst under the supervision of a Club Official.

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8.8 Club subsidies to support attendance at life saving events

To be developed

8.9 Carnivals and Competitions

To be provided

8.10 Visits and Tours

In relation to visits and tours by MLSC individual members or teams who shall include all persons who travel with or under the arrangements made by MLSC, the following directions shall be mandatory requirements.

8 Inter-Club/Inter-State Visits

In relation to a Member or members of MLSC wishing to visit other clubs within Australia the following shall apply: -

a) Visits within a State, Territory or Branch shall be subject to the control of that Centre or Branch providing any such control provides for the appointment of a Manager in all circumstances.
b) With the exception of National Carnivals interstate visits shall be subject to advice to their Centre (and Branch where applicable) by the intending touring party at least twenty one (21) days prior to such visits.
c) Such advice shall detail the proposed destination and dates of the visit, method of travel, the number intending to travel and the name and address of the Team Manager/s who shall be deemed responsible in the event of necessity for future reference.
d) Providing there are no grounds for objection the LSV of the intending touring party shall forthwith advise the relevant LSV/s of the proposed visit to their region.

8.14.1 International Tours Policy

When individuals or teams are identifiable as MLSC members by uniform or insignia or the purpose of the tour is to compete in events using MLSC equipment or attend LSV or SLSA conferences or matters identifiable with lifesaving activities then the following policies and conditions apply:

a) The Team shall give six months' notice of the proposed departure before permission to tour will be granted unless under special circumstances as approved by the Committee.
b) The Committee shall not, in any way, be responsible financially for any part of the expenses attributable to any tour by a team and in this regard the touring party shall accept full responsibility with respect to all financial obligations in any way relating to the tour.
c) Appointment of officials, size and composition of the team and selection policies shall be a matter for the body making the tour.
d) No Team shall knowingly select in an overseas touring team any member who is under any form of suspension or is financially indebted to the Club.
e) The Committee shall reserve the right to set special conditions under which permission will be granted to a Team to tour overseas countries.
f) At least one month prior to the departure of any Team, the Committee shall be supplied with through the correct channels, a copy of the final itinerary, addresses and details of points of contact, full details of the composition of the team, and names and addresses of Team Members and the Team Manager.
g) Any Team to tour overseas shall have a duly appointed Team Manager and Chaperone if a mixed team who will be responsible for all matters concerning the team. The Team Manager should have the capabilities to project the correct image of the Club and ensure that a correct

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image is also displayed by all members of the team. He/she shall accompany the team at all times and if the group is to separate he/she shall appoint a sub-manager to be responsible for each group. In the event of any incident, complaint or otherwise adverse reaction to the team as a whole, or members individually the manager shall be automatically responsible to the Club and may be called before the Committee for inquiry and/or judicial or other disciplinary action.

h) Full reports on any tour (together with a team photograph wherever possible) shall be supplied to the Committee by the Team Manager within ten weeks of the completion of the tour along with a list of recommendations concerning tours, lifesaving needs of the country visited and any other important facts.

i) An insurance policy providing cover in respect of personal accident/sickness of every member of the touring team shall be submitted to, and found satisfactory by, the Committee. It is recommended that adequate insurance should also be provided for loss or damage to the personal effects of team members and to such special lifesaving and/or display equipment as shall be provided for use on the tour.

8.15 Insurance

a) General

It is mandatory that the Club and auxiliary organisations hold insurances approved by the LSV. In cases where LSV has appointed one or more Insurance Brokers and the Club does not insure through such Brokers, the Club shall submit such policies to LSV for approval.

b) Personal Accident Insurance

i. over Victoria to cover all paid staff of the Club.

ii. Members - Personal Accident Insurance is granted under the Life Saving Victoria's Workcover policy for all registered members whilst engaged in Life Saving activities.

iii. Cover/benefits - The benefits and conditions applying under the policy are described in the relevant Government Act and/or contracts of insurance. An application for compensation is valid and enforceable only if the application is lodged in accordance with policy requirements.

iv. Volunteer Workers - A Personal Accident Policy shall be arranged by LSV to cover all persons engaged in voluntary work for the Club, and/or who are not eligible for workers' compensation. The benefits cover exceptional items, e.g. death, liability, medical (restricted), dental, ambulance. A register of workers shall be established for each relevant activity which should be signed by all volunteer workers prior to commencement of work.

c) Public Liability Insurance

i. A Public Liability policy shall be negotiated by LSV to cover the Club and Auxiliary Organisations against legal action instigated by a member of the public during activities approved by LSV.

ii. Whilst the cover can apply to normal Life Saving activities, a separate cover may need to be taken out by the Club or Auxiliary Organisations entering into some activity away from the Club facilities or beach, such as a display or fundraising activity where the public are involved. The Insurance Brokers should be consulted in these situations.

d) Insurance on Property

i. The Club shall negotiate insurance policies to cover loss or damage to its own property, or upon goods in transit destined for one of its affiliated bodies.

ii. The Club to hold property insurances to be held with a reputable Insurance Company approved by the LSV, and it is a requirement that such policies, if not managed by LSV's brokers, be submitted to LSV for its endorsement to ensure that the protection provided is adequate and serves the interest of the Association.

e) Directors and Officers Insurance

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i. A Directors & Officers policy shall be negotiated by LSV to cover officers of LSV and its affiliated Clubs and auxiliary organisations against claims made against an officer during the policy period for a wrongful act.
ii. It is noted that this is a "claims made" policy, e.g. no claim can be made against the policy once it has expired or has been cancelled. Also, if a case exists where a claim may be possible, immediate notification must be given to the LSV's Insurance Broker.

f) Professional Indemnity Insurance

i. A Professional Indemnity policy shall be negotiated by LSV to cover members whilst engaged in authorised Association activities.
ii. The indemnity covers claims the insured is legally liable to pay for, e.g. breach of professional duty or by reason of any negligent act, error or omission.

APPENDIX A – Judiciary Committee

Rules of Procedure

1. DEFINITIONS

In these Rules -

1.1. "The Committee" means the Judiciary Committee.
1.2. "Secretary" means the Secretary for the time being of the Judiciary Committee.
1.3. "Member" for the purposes of these rules of procedure means a member of the Association, and includes a Club, subject to the jurisdiction of LSV by which the Committee shall have been appointed.
1.4. "Reference" includes any complaint against a member of the Club brought by any person, and any dispute under the Club's Constitution and/or rules. The term also includes Grievances brought by a member of the Association against another member.

2. JURISDICTION

2.1. The Committee is to comprise of 3 Directors that have no conflict in the matter and the Member Protection Officer.
2.2. The Committee primarily has jurisdiction to hear a Reference of a disciplinary nature referred to it pursuant to By-Law 4.
2.3. The Committee may also hear References directed to it by the Club Executive or Management Committees pursuant to By-Law 4.5.
2.4. Every reference directed to the Judiciary Committee shall be dealt with by that Committee or it may refer the conduct of the Reference to LSV) in whose area the matter for Reference arises, or having the most direct interest in the matters raised by the reference If the Reference is referred to LSV, LSV shall appoint its Judiciary Committee to hear the Reference and proceed in the terms of Rule 3 set out hereunder.
2.5. Every person bringing a reference shall have a right to be heard by the Committee provided that he has an interest in the subject matter of the reference; his reference is in clear and unambiguous terms.
2.6. In every case the committee is required to proceed in accordance with the rules of natural justice.

3. PROCEDURE

The following procedures shall be followed by the Judiciary Committee:

3.1. Upon receipt of a reference, the Chairman of the Committee or his Delegate may appoint an independent person to act as investigator upon the reference. Such appointment shall be in writing, enclosing a copy of the reference and instructing the investigator to make all relevant inquiries and prepare to assist the Committee within fourteen (14) days.

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3.2. The investigator, if appointed, shall make all relevant inquiries and shall appear at the time and place appointed for the hearing by the Secretary of the Committee.

3.3. Upon receipt of a reference the Secretary shall forthwith appoint the time and place for the hearing suitable to the members of the Committee. He shall give at least seven (7) days notice of the hearing to all interested parties and such notice shall be in or to the effect of the following form

To: .....

Dear Sir,
You are hereby notified that a meeting of the Judiciary Committee of this Club will be held at ..... on .....20 .. at .....a.m./p.m. to enquire into the following matter, referred to the Committee by the Club.
……
You are required to be (present) (represented) at that time and place together with such witnesses as you may desire to call.

(Mr/Ms ..... has been appointed pursuant to the Club Constitution as an independent investigator to make all relevant enquiries and to appear to assist the Committee at the hearing.) - Optional

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

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

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

Yours faithfully,

Secretary
Judiciary Committee

3.4 The Committee shall have power to require the attendance of any member at any hearing by the Committee. The Secretary shall give reasonable notice to a member informing him of the time and place of the hearing, and that he is required to attend.

3.5 In the case of a complaint against a member of the Club who has been suspended, he shall remain under suspension until the decision of the Committee, unless the Chairman of the Committee decides otherwise.

3.6 The independent investigator, if appointed by the Chairman of the Committee, shall make enquiries within a reasonable time.

3.7 The Committee shall likewise conduct the enquiry within a reasonable time, subject to any

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reasonable application for an adjournment in writing and received by the Secretary at least three days before the time fixed for the enquiry.

3.8 No interested party shall be entitled to legal representation as of right at the Committee hearing provided always that an application may be made at the commencement of the hearing for such representation. The Committee may grant or refuse such an application as it sees fit. The same provisions shall apply where an application is made for representation other than legal representation, provided that where a minor (U18) member is charged it shall be mandatory for a parent/s or guardian, or an adult approved by the parent(s) or guardian to be invited to attend at all material times, and every effort should be made to encourage these persons to be in attendance in the interests of the minor (U18) member.

3.9 Any notice required by the Rules to be given by the Secretary shall be given in writing delivered personally or sent by prepaid post addressed to the member concerned. A notice given by post shall be deemed to have been given on the day following that on which it shall be posted.

3.10 Any member who fails without reasonable excuse to comply with the requirements of any notice addressed to him by the Secretary shall be subject to such action as the Executive of the Club, shall, on the report of the Committee think fit.

4. AT THE HEARING

4.1 All interested parties shall be present at the hearing, provided that a hearing may proceed in the absence of an interested party only where the committee is satisfied by evidence that the party had due notice of the meeting and has chosen to be absent from the hearing, or the Committee agrees that it is in the best interest of the party not to be present.

4.2 A quorum of the Committee shall be three (3) members.

4.3 In the case of a complaint against a member, all witnesses other than the member concerned must remain out of the hearing until called upon to give evidence.

4.4 The independent investigator, if appointed, shall be present to assist the Committee.

4.5 The reference to the Committee shall be read by the Chairman.

4.6 The independent investigator, if appointed, shall present relevant evidence, including the calling of witnesses. Any submissions by the investigator, or documentary evidence submitted by him, shall be given whatever weight the Committee thinks fit, subject always to the consideration that oral evidence from a witness may be of more weight than other forms of evidence. If the independent investigator is not appointed, the Committee itself shall receive the evidence relevant to the reference.

4.7 The person who is the subject of the reference shall then present relevant evidence on his own behalf.

4.8 In all cases where witnesses are called they shall be examined by the party (if any) on whose behalf they have been called, and then cross-examined by the other interested parties to the reference. The party calling the witness shall have the right to re-examine the witness. The Committee members may ask questions of the witness, but no other examination or cross examination of that witness shall be allowed except by leave of the Chairman. Such cross-examination may be conducted through the Chairman and/or by telephone or other multi-media as determined by the Committee.

4.9 The Committee may, in its discretion, refuse to admit evidence which is irrelevant or of so little weight as to be properly excluded.

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

5. AT THE CONCLUSION OF THE HEARING

5.1 The Committee shall meet 'in camera' after the hearing has been completed and formulate its findings.

5.2 The findings of the Committee and the order or penalty agreed upon may be by the majority, with the Chairman having a casting vote in the event of a tied decision. The minority may furnish separate findings, but the majority findings and order or penalty shall be deemed to be the decision of the Committee.

6. DETERMINATION OF ANY PENALTY

6.1 The Chairperson or other member of the Committee shall deliver the Committee's findings in the presence of such interested parties who wish to attend.

6.2 If an adverse finding is delivered, the party against whom the finding has been made, shall be invited to make submissions on penalty.

6.3 The Committee shall make any determinations of penalty as may be required and it sees fit. If necessary, the Committee may meet again 'in camera' to consider a penalty.

7. NOTIFICATION

7.1 The Secretary of the Committee shall forthwith give notice of the decision of the Committee to all interested parties, together with notice of any made order or penalty imposed, which upon being confirmed by the appointing authority shall become effective forthwith.

7.2 The Committee shall furnish its report at the first meeting of the appointing authority after the hearing is completed. That authority shall either confirm the decision of the Committee or proceed according to the next succeeding paragraph.

7.3 The decision of the Committee cannot be altered by the appointing authority, but a two-thirds majority of those present and voting at the meeting may return the reference to the Committee for further consideration or the hearing of additional evidence. The grounds of such return of the reference shall be clearly stated.

7.4 A person exonerated by the Committee may start under protest at any Carnival or Association event held before the meeting of the appointing authority at which the Committee's decision is presented for confirmation or return as the case may be.

8. APPEALS

8.1 Any person aggrieved by a decision of the Committee upon a Reference has a right to appeal to the next highest authority from that which appointed the committee which conducted the hearing within twenty-eight (28) days of being notified of a decision in writing.

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APPENDIX B – Acknowledgement and agreement to Confidentiality

We acknowledge that we will be provided with confidential information relating to Mordialloc Life Saving Club Inc and its members which may or may not be in the public domain.

We agree not to use the confidential information, nor to divulge or permit to be divulged the confidential information to any other person, company or party, without the express written authorisation of the Board of Directors of Mordialloc Life Saving Club Inc. Further, we will ensure that all members of staff and other individuals who may have access to the information are advised of the confidential nature of the information and that each such person agrees to comply with this agreement and we shall take such measures as may be necessary to ensure that they protect the confidentiality of this information.

We further represent and warrant that we will not take advantage of this information for our own benefit or to disadvantage Mordialloc Life Saving Club Inc.

If we or Mordialloc Life Saving Club Inc decide at any time not to proceed any further in our discussions, we will immediately return or destroy any hardcopy confidential information, delete down-loaded copies of any confidential information kept electronically and provide Mordialloc Life Saving Club Inc with written confirmation of this.

SIGNED as an Agreement this …….day of .....20……

.....	.....
Signature	Signature of Witness
.....	.....
Name (Please Print)	Name of Witness (Please Print)
.....	.....
Position	Position
Address: …….	Address: …….
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