

Henley Surf Life Saving Club Incorporated  
246 Esplanade Henley Beach  
("Henley SLSC")  
ABN 69 573 136 317

# BY-LAWS

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## 1. INTERPRETATION

Words and phrases defined in the Henley SLSC Constitution have the same meanings in these By-Laws, which are to be read in conjunction with (and subject to) the Constitution.

### 2. STATUS

These By-Laws were last updated on 2021-08-24 under Clause 10.2 of the Constitution.

### 3. BOARD OF MANAGEMENT

3.1. The Board shall consist of the Club Officers listed in Clause (7.1) of the Constitution:

- (1.a) Club President (Chair Board of Management and present State Council business)
- (1.b) Finance Manager (Control and manage the commercial interest, financial records and funding of the club)
- (1.c) Vice President (Manage the Building and Maintenance interests of the club building)
- (1.d) Club Secretary (Manage and coordinate meetings, correspondence, membership, communications, compliance, security and clothing)

- (1.e) Club Captain (Presents Operations Committee report)
  - (1.f) Surf Sports Manager (Manages the competition activities of the club)
- 3.2. All members of the Board shall have full voting rights.
  - 3.3. Members under the age of sixteen (16) years are ineligible to hold any position on the Board of Management.
  - 3.4. The Board of Management has the power to appoint delegates to represent the Club whenever necessary.
  - 3.5. Other Office Bearers and committees of the Club shall report to the Board of Management.
  - 3.6. A management diagram is provided in Appendix 6.
4. OPERATIONS COMMITTEE
- 4.1. The Operations Committee of the Club shall consist of:
    - (1.a) Club Captain (Chair Operations committee and report to Board of Management)
    - (1.b) Life Saving Services Manager (Present Surf Life Saving Services Committee report)
    - (1.c) Chief Instructor
    - (1.d) Junior Operations Manager (Present Junior Committee report)
    - (1.e) Community and Diversity Coordinator
    - (1.f) Youth Coordinator (Present HET and State Youth Development Council business)
    - (1.g) Youth Advisor (Shall provide representation for Youth members)
  - 4.2. The Operations Committee shall meet monthly with any combination of the above, four (4) shall constitute a quorum.
  - 4.3. The Operations Committee shall have the power to deal with all operational matters of the Club, including penalising club members who are in default of their patrol obligations.
  - 4.4. The Operations Committee shall receive nominations for and appoint any positions within any sub-committees reporting to the Operations Committee.
  - 4.5. The Operations Committee shall collate and present the Board of Management with a pre-season budget by 31<sup>st</sup> October.
  - 4.6. The Operations Committee shall ensure that all operational assets are maintained in the Club's asset register.
  - 4.7. The Club Captain shall report Operation Committee business to Board of Management and seek approval for any matters out of its parameters of power set by the Board of Management.
5. BUILDING MANAGEMENT COMMITTEE
- 5.1. The Building Management Committee shall consist of
    - (1.a) Vice President (Chair of Building Management Committee)
    - (1.b) Building Maintenance Manager
    - (1.c) Work Health & Safety (WHS) Officer

- (1.d) Two (2) members appointed by Board of Management
- 5.2. The Building Management Committee shall meet monthly and any combination of members 1.a to 1.c plus one from 1.d, totalling four (4), shall constitute a quorum.
- 5.3. The Building Management Committee shall report to the Board of Management.
- 5.4. The Building Management Committee shall collate and present the Board of Management with a budget at most thirty (30) days after the Annual General Meeting.
- 5.5. The Building Management Committee shall be responsible for Work Health & Safety and Industrial Relations for staff employed by Henley SLSC.
- 5.6. The Building Management Committee shall ensure that all building, building services and bar/kitchen related assets are maintained and the Club's asset register is maintained.
- 5.7. The Vice President shall report Building Management Committee business to Board of Management and seek approval for any matters out of its parameters of power set by the Board of Management.
- 5.8. Parameters of Power – The Building Management Committee can purchase items without the approval of the Board of Management, up to a total of \$5000 within a financial year on condition that the Finance Manager has confirmed that sufficient funds are available to fund any purchase. Any items above \$1500 will require 3 quotes to be sourced. Any items above this amount are not included and must be approved by the Board of Management.

## 6. COMMERCIAL MANAGEMENT TEAM

- 6.1. The Commercial Management Team shall consist of
  - (1.a) Finance Manager
  - (1.b) Venue Manager
  - (1.c) Head Chef
  - (1.d) Admin Officer
- 6.2. Shall provide monthly stock take to the Board of Management
- 6.3. Shall ensure commercial operations are reviewed regularly to maintain profitability
- 6.4. Shall ensure compliance with regulations, wages, State and Federal government awards and HR matters
- 6.5. Shall ensure collaboration and cohesion between commercial business and club social activities
- 6.6. Shall engage club members on an 'as needs' basis to provide input into the commercial business.

## 7. SURF SPORTS COMMITTEE

- 7.1. The Surf Sports Committee shall consist of
  - (1.a) Surf Sports Manager (Chair of Surf Sports Committee)
  - (1.b) Surf Boat Coordinator
  - (1.c) Ski Coordinator
  - (1.d) Board Coordinator
  - (1.e) Water Coordinator

- (1.f) Beach Coordinator
  - (1.g) Officials Coordinator
  - (1.h) Gym Coordinator
  - (1.i) Life Saving Competition Coordinator
  - (1.j) Junior Competition Coordinator
- 7.2. The Surf Sports Committee shall meet as required by the Surf Sports Manager during the year with any combination of the above, five (5) shall constitute a quorum.
- 7.3. The Surf Sports Committee shall deal with all surf sports matters of the club, including the management and approval of nominations for all surf sports events and payment of entry fees by Members.
- 7.4. The Surf Sports Manager shall report Surf Sports Committee business to the Board of Management and seek approval for any matters out of its parameters of power set by the Board of Management.
- 7.5. The Surf Sports Committee shall collate and present the Board of Management with a surf sports budget at least thirty (30) days prior to the start of the Season.

## 8. LIFE SAVING SERVICES COMMITTEE

- 8.1. The Life Saving Services Committee shall consist of:
- (1.a) Life Saving Services Manager (Chair of the Life Saving Services Committee)
  - (1.b) Radio Officer
  - (1.c) Inflatable Rescue Boat Officer
  - (1.d) All-Terrain Vehicle Officer
  - (1.e) First Aid Officer
- 8.2. The Life Saving Services Committee shall meet as required by the Life Saving Services Manager during the year with any combination of the above, three (3) shall constitute a quorum.
- 8.3. The Life Saving Services Committee shall deal with all Life Saving Services matters of the club.
- 8.4. The Life Saving Services Committee shall oversee the maintenance of all lifesaving equipment and assets and liaise closely with the Club Captain and Chief Instructor to ensure the club has an adequate number of trained members with the relevant awards to operate lifesaving equipment in order to meet our patrolling requirements.
- 8.5. The Life Saving Services Manager shall report Life Saving Services Committee business to the Operations Committee and seek approval for any matters out of its parameters of power set by the Board of Management.
- 8.6. The Life Saving Services Committee shall collate and present the Operations Committee with a lifesaving services budget at least thirty (30) days prior to the start of the Season.

## 9. JUNIOR COMMITTEE

- 9.1. The Junior Committee shall consist of:
- (1.a) Junior Operations Manager (Chair of the Junior Committee)
  - (1.b) Junior Secretary (Record minutes and supply any junior correspondence)
  - (1.c) Junior Training Coordinator (Report Surf Life Saving training and qualifications)

- (1.d) Junior Competition Coordinator (Report on junior competition and liaise with Surf Sports Committee)
  - (1.e) Junior Membership Officer (Organise junior memberships and liaise with Membership Manager)
  - (1.f) Junior Social Coordinator (Coordinate junior social activities with the Social Committee)
- 9.2. The Junior Committee shall meet shall meet as required by the Junior Operations Manager during the year with any combination of the above, five (5) shall constitute a quorum.
- 9.3. The main focus for the Junior Committee is the well-being and development of our junior members from the ages of five (5) years to fourteen (14) years.
- 9.4. The Junior Committee shall collate and present the Operations Committee with a junior area budget at least thirty (30) days prior to the start of the Season.
- 9.5. The Junior Operations Manager shall report Junior Committee business to the Operations Committee and seek approval for any matters out of its parameters of power set by the Board of Management.
- 9.6. The structure of the Junior Committee shall be reviewed annually and any recommendations for change presented to the Board of Management for approval, or otherwise.
10. JUDICIARY / DISCIPLINARY PANEL (JDP)
- 10.1. Whenever a judicial / disciplinary incident arises, the Board of Management shall review the incident and determine the actions to be taken in the best interests of the Club.
- 10.2. The Member affected by the findings and determinations of the Board of Management shall have the right of appeal. The following provisions shall apply:
- (2.a) The member shall inform the Club in writing to the Club Secretary, within seven (7) days, of the grounds on which he wishes to appeal.
  - (2.b) The Board of Management shall appoint a JDP to review and hear the appeal.
  - (2.c) The member may appear personally or through another member.
  - (2.d) The member may be accompanied by a parent or other representative.
  - (2.e) The JDP decision shall be final and binding on the member.
- 10.3. That Panel shall consist of three (3) people with all members constituting a quorum.
- 10.4. The composition of the JDP shall be: Three (3) Life Members who have no other official position in the club.
- 10.5. In severe cases the Club reserves the right to invite a member of the SLSSA Judicial Panel to act as an Independent Chair.
- 10.6. A JDP shall be convened to investigate all matters referred to it by the Board of Management and determine the actions to be taken in the best interests of the Club.
- 10.7. The Member must have an opportunity either personally or through another Member to state their case before the JDP arrives at its decision.
- 10.8. The JDP shall report its findings and recommended action in writing to the Board of Management promptly for the Board of Management to implement the recommended action.
11. LIFE MEMBERSHIP COMMITTEE (LMC)

- 11.1. A Life Membership Committee will be appointed by the Board of Management upon the receipt of any written nomination for Life Membership.
- 11.2. The Life Membership Committee shall comprise: Four (4) Life members and the Club President.
- 11.3. The Chair shall be appointed by the Board of Management.
- 11.4. The Life Membership Committee will consider the nomination/s as may be eligible under the terms of the criteria for Life Membership (as set out in Appendix 3).
- 11.5. Nominations for Life Membership shall be presented to the Board of Management for endorsement and submission to the AGM for election.
- 11.6. The Life Membership Committee shall report to the Board of Management through its Chair.

## 12. OTHER COMMITTEES

- 12.1. The Board of Management can from time to time elect any sub-committee it requires to assist in the running of the club.
- 12.2. The Board of Management will set the parameters of powers for each elected committee.

## 13. ELECTION OF OFFICE BEARERS

- 13.1. All Board of Management Members will be elected at the AGM as per Clause 6 of the Henley SLSC Constitution.
- 13.2. The positions of Patron, Vice Patrons, Honorary Members and Honorary Auditor are elected for a one-year term at the Annual General Meeting.
- 13.3. All positions on the Operations Committee are elected for a two-year term at the AGM. The positions of Chief Instructor, Community and Diversity Coordinator and Youth Coordinator are elected on odd years and the remainder on even years.
- 13.4. All positions on the Building Committee, excluding the Vice President, shall be appointed for a one-year term by the Board of Management from nominations received prior to, or at, the AGM.
- 13.5. All positions on the Life Saving Services Committee, excluding the Life Saving Services Manager, shall be appointed for a one-year term by the Operations Committee from nominations received prior to, or at, the AGM.
- 13.6. All positions on the Surf Sports Committee, excluding the Surf Sports Manager, shall be appointed for a one-year term by the Board of Management from nominations received prior to, or at, the AGM.
- 13.7. All positions on the Junior Committee, excluding the Junior Operations Manager, shall be appointed for a one-year term by the Operations Committee from nominations received prior to, or at, the AGM.
- 13.8. All remaining positions shall be appointed for one-year terms by the Board of Management from nominations received prior to, or at, the AGM.
- 13.9. The Public Officer will usually be the Club Secretary. This must be recorded in the Board of Management Meeting Minutes. The Public Officer must be 18 years or older. The Corporate Affairs Commission must be notified within 30 days of a newly elected Public Officer or of his or her change in address.
- 13.10. Work Health and Safety Officer, Club Complaint Handlers/Child Safety Officers and Club Life Saving Advisor(s) (CLA) must hold appropriate and current qualifications as per Surf Life Saving Australia Ltd policies.
- 13.11. No person shall be eligible for election as Club Captain or to the Life Saving Services Committee unless such person holds a current Bronze Medallion and/or qualification of Surf Life Saving Australia Ltd relevant to the position.

- 13.12. Any person elected or appointed to office who is not a Club Member shall take steps to become a member and to gain any appropriate qualifications within three months of the date of their election.
- 13.13. All Officers shall hold office until the appointment of their successor, or until otherwise ceasing to hold such office for any reason. Vacancies existing after the Annual General Meeting and occurring during the year may be filled at the discretion of the Board of Management.
- 13.14. An Office of the Club becomes vacant if the Officer: -
- (14.a) Ceases to be a member of the Club; or
  - (14.b) Becomes a Bankrupt; or
  - (14.c) Resigns his office; or
  - (14.d) Is removed by a majority vote of the Board of Management.

#### 14. CORRESPONDENCE

- 14.1. All official correspondence to and from Henley SLSC must be forwarded for record, inclusive of electronic mail to the Club Secretary or as delegated by the Club Secretary, whether it be to or from Committees, Officers or individual members.
- 14.2. No correspondence shall be conducted with SLSA, its officers, State bodies, Branches or Clubs located in other States other than through the Club Secretary or his delegate.

#### 15. PURCHASING

- 15.1. Outside of approved budgets, any goods purchased or orders placed on behalf of the Club, which are in excess of two hundred dollars (\$200) must be approved by the Board of Management.
- 15.2. Any capital items to be purchased on behalf of the Club shall require written quotes to be submitted to the Board of Management for endorsement.
- 15.3. All tax invoices / statements for all purchases made on behalf of the Club must be forwarded to the Club's current postal address.

#### 16. MEMBER PROTECTION, CHILD SAFETY AND COMPLAINTS

- 16.1. Member Protection and Child Safety
- (1.a) The Club is committed to the health, safety and wellbeing of our Club Members and shall use its best endeavours to ensure a safe environment exists for all its members using the Club and/or participating in Surf Life Saving activities.
  - (1.b) The Club and its members shall abide by the relevant SLSSA policy/policies with respect to Member Protection and Child Safety that complies with all South Australian child protection legislative requirements and the relevant SLSA policies
  - (1.c) A copy of the current SLSSA policies in relation to Member Protection and Child Safety will be available to members via the SLSSA website and/or Henley SLSC website.
  - (1.d) The Club will not condone any form of discrimination, harassment, abuse, bullying or criminal conduct.
  - (1.e) All members involved, either directly or indirectly in leading, chaperoning, coaching, instructing, examining or supervising junior and youth members must be screened in accordance with legislative and SLSA requirements and are required to present a current National Police Clearance (or other accepted equivalent certification).

- (1.f) All members shall immediately report any suspected breaches of the SLSSA Member Protection policy, Equity Policies or Code of Conduct to the appropriate authority within the Club or SLSSA.

## 16.2. Club Complaints and Grievances

- (2.a) The Board of Management shall appoint four (4) Club Complaint Handlers/Child Safety Officers with a minimum of one of each gender at the first meeting after the AGM each year, none of whom should be members of the Board of Management.
- (2.b) The identity of the nominated Club Complaint Handlers will be promulgated to all Members.
- (2.c) Where a member of the Club has a grievance arising from their respective involvement in surf lifesaving, whatever that may be with another member, and that person considers the grievance warrants investigation and action by the Board of Management, that person shall adopt the following procedure:
  - (a) The person shall contact, either by telephone or in writing, one of Club Complaint Handlers, appointed by the Board of Management, and advise them at that stage that they have a formal grievance they wish to discuss.
  - (b) Where a grievance is to be submitted in writing it should be addressed clearly to the Club Complaint Handler and marked "private and confidential".
  - (c) Where a grievance has been received by one of the Club Complaint Handlers they shall, as soon as practicable, meet with or discuss the grievance with the aggrieved party. The Club Complaint Handler may take whatever steps and conduct whatever investigation is necessary to determine the grievance is legitimate.
  - (d) Where the Club Complaint Handler determines the grievance is legitimate, they shall take all reasonable steps to resolve the grievance.
  - (e) Where the Club Complaint Handler determines the grievance is not legitimate, they shall advise the aggrieved party accordingly.
  - (f) If the aggrieved party is not satisfied with the Club Complaint Handler's determination, they may take the matter to the Board of Management to seek judicial action.
  - (g) Where the Club Complaint Handler is unable to resolve a grievance or considers the grievance of a very serious nature, they shall report the grievance to the Board of Management for further action.
- (2.d)** All grievances received by the Club Complaint Handler and all information surrounding the circumstances of a grievance which is discovered by the Club Complaint Handler on investigation shall remain fully confidential and communicated to the Board of Management only when required.

## 17. CLUB COLOUR AND APPAREL

- 17.1. The Club's colours shall be royal blue, and white, and shall be registered as required by SLSSA. The Club's badge shall be in accordance with the design adopted by two-thirds of members present and entitled to vote at an Annual or Special General Meeting and shall be registered as required by Surf Life Saving South Australia.
- 17.2. Club apparel and/or badges may be supplied to the members on payment of a price fixed by the Board of Management.



17.3. Apparel and/or badges so obtained shall remain the property of the Club and must be returned in the event of the member being expelled. The Board of Management shall have the right to refund the whole or any portion of the price paid by the member expelled.

17.4. Any use of the Club name and/or insignia is subject to the approval of the Board of Management.

## 18. USE OF GYMNASIUM

18.1. Club members who are eligible to use the club gym facilities are:

(1.a) An active patrolling Bronze member who is proficient for the current season.

(1.b) An active patrolling Award member who is proficient for the current season in that award.

(1.c) An active patrolling Cadet Member who is proficient for the current season but is supervised by an approved qualified coach with a minimum standard of level 1 sports coach.

(1.d) A junior member who is 13 years or older, and hold the Surf Rescue Certificate and has written approval from the Surf Sports Committee to perform an approved and supervised training program. This member must be supervised by an approved qualified coach with a minimum standard of level 1 sports coach. The coach must submit the training program to the Surf Sports Committee for approval.

(1.e) A Probationary Member who has completed a Club induction.

(1.f) A Life Member.

(1.g) Any other Member the Board of Management has given written approval.

18.2. All gym users must be a current paid financial Member.

18.3. All gym users must adhere to the Club's rules, including keeping the gym clean and hygienic and replace weights and equipment after use.

18.4. The Board of Management reserves the right to suspend a member's gym rights.

## 19. RULES OF DEBATE AT CLUB GENERAL MEETINGS

19.1. Any member desiring to speak shall stand up and address the Chairperson respectfully.

19.2. No member may speak more than once to a question, except in explanation or reply.

19.3. A member, who formally seconds a motion of amendment, may address the meeting in support at a subsequent stage of the debate.

19.4. A reply shall be allowed only to a member who has moved a substantive motion.

19.5. No member shall use offensive or unbecoming words.

19.6. No speaker shall digress from the subject under discussion, and impure improper motives and all personal reflections on members shall be deemed disorderly.

19.7. Whenever the Chairperson rises during debate, the member speaking shall sit down.

19.8. No member shall interrupt another while speaking, except on a point of order.

19.9. Any member during the debate may raise the point of order, when the member then speaking shall sit down until the point of order has been decided. The member rising to a point of order shall state concisely the point, and the Chairperson without further discussion shall give his ruling.

- 19.10. It shall be competent for any member to move a motion of dissent from the Chairperson's ruling. The mover of the motion of dissent shall concisely state the point. The seconder and the Chairperson only may speak to the motion.
- 19.11. A member may move the adjournment of debate. If the motion is resolved in the negative, the mover shall not be allowed to again speak on the question under debate. If the motion is resolved in the affirmative, the mover shall have the right of resuming the debate at the ensuing meeting. No member shall move the adjournment at the end of his speech.
- 19.12. At any time during the debate, any member may without motive move "that the question now be put" and such motion being duly seconded, shall then be put without debate. If carried, the question shall be put to the vote; if lost, the debate shall proceed.
- 19.13. An amendment may be moved on any original motion. The Chairperson shall first put the amendment to the meeting and if carried, it shall be declared to embody the decision of the meeting superseding the motion. When an amendment has been decided, a further amendment may be moved, which, if carried, shall in turn supersede the motion. If there be no amendment, the original motion shall be put after the mover has replied.
- 19.14. The Chairperson shall refuse to receive any amendment which is a direct negative.
- 19.15. Voting shall be by voices, or show of hands at the request of any member.
- 19.16. If a secret ballot is demanded at any meeting by any member present thereat, it shall be taken upon such conditions as the Chairperson of such meeting directs.
- 19.17. The Chairperson may appoint tellers to assist them in counting a vote by show of hands or division, or at a secret ballot.
- 19.18. The mover of an original motion must obtain the consent of his seconder and the approval of the meeting before making any alterations to the wording of his motion.
- 19.19. An amendment having been moved, it shall not be competent to move any further amendment but notice may be given of intention to move such further amendment when the previous amendment has been disposed of. Only one amendment can be considered at the one time.
- 19.20. No member shall be entitled to be nominated for, or hold office or vote at any meeting of the Club unless his subscription or outstanding debts for the then current year have been paid.
- 19.21. No member under 15 years of age on the 1st of October in each season shall be entitled to vote.

## 20. LIQUOR SALE AND CONSUMPTION OF ALCOHOL

- 20.1. The Club shall at all times comply with the current requirements of the South Australian Liquor Licensing Act 1997 and the Work Health and Safety Act 2012 (SA) or as amended.
- 20.2. The Club Secretary shall supply the Office of Liquor and Gambling Commission the names and details of the Board of Management within 14 days after the election of such positions.

## 21. NO SMOKING POLICY

- 21.1. There is to be no smoking in all areas of the Club premises, specified by the Board of Management, or South Australian Tobacco Products Regulation Act.1997
- 21.2. The Board of Management will determine penalties for breaches of the no-smoking By-Law.

## 22. CLUB SECURITY

- 22.1. The security of the Club shall be vested with the Board of Management.

- 22.2. The President shall have the custody of and authority over all security related devices and systems, including keys, FOBs, CCTV and lockers and will be responsible to the Board of Management for the overall security and allocation of any access to the building by Staff members, financial Club Members and any other Authorised Person such as trades people, maintenance personnel, cleaners or other persons as approved by the Board of Management.
- 22.3. A register of all keys and FOBs issued by the club shall be kept by the Membership Manager and ultimately managed by the President.
- 22.4. Out of hours access to the Club is for the use of financial Club Members and others as approved by the Board of Management.
- 22.5. The President has the authority to remove or deactivate access to the building (or parts of) to any Club Member or Authorised Person who is no longer a staff member, financial member, contractor or whose conduct is deemed a danger to the safety or comfort of other Club Members.
- 22.6. The President may appoint another member of the Board of Management to have secondary authority for security management should the President be absent or unavailable.
- 22.7. No Club Member shall remove from the Club or use any of the Club's property for any purpose other than for what it is intended, without the approval of the President.
- 22.8. Any property that is wilfully damaged or destroyed by a Club Member or a member of the public shall be replaced or paid for by the perpetrator/s.
- 22.9. In the case of a security breach or should a criminal act occur on the Club's premises, the President must be contacted immediately (or the Vice President if the President is unavailable) who will be responsible for ensuring the appropriate action is taken to contact the Police or relevant emergency service, ensure the Club is secure and manage all communication to Club members and other relevant authorities.
- 22.10. The Board of Management shall ensure that the Club property is adequately insured at all times including Third Party and Indemnity.

## 23. CLUB VALUES AND CODE OF CONDUCT

### 23.1. Club Values

The Club's guiding principles that we aim to uphold are: **HENLEY F-I-R-S-T**

- Family** - Our Henley family provides security and support for each other and we share a common bond in providing lifesaving services to our community.
- Integrity** - Our decisions are fair, impartial and responsive and our actions show good character and develop respect for our club.
- Respect** - Our behaviour towards each other builds trust and an appreciation of each person's unique contribution to our club.
- Safety** - Our essential purpose as a surf lifesaving club is to keep our community safe by providing services that preserve and protect life.
- Teamwork** - Our willingness to cooperate with each other, encourage and inspire every member, is the foundation that ensures the success of our club.

### 23.2. Code of Conduct (General)

NB: Due to Government legislation, we have outlines a separate Code of Conduct for Children or Young People (CYP).

Our Code of Conduct (General) requires members to follow these guidelines and understand that there could be consequences for breaching this Code. Any breach of this Code should

be reported to a Person in a Position of Authority (PPA) or a Club Complaint Handler (CCH) as soon as possible.

- (2.a) Respect the rights, dignity and worth of others. Do not abuse, harass (including sexually), discriminate, bully or victimise others based on the basis of age, gender, sexual orientation, colour, race, religion or disability. This includes all forms of social media.
- (2.b) Do not encourage or force another individual or a club member to unwillingly participate in any such disrespectful behaviour.
- (2.c) Respect the right to privacy and confidentiality of personal information of individuals and club members. Do not disclose or misuse club or member information; or documents acquired as a result of one's role within the club for personal or commercial gain.
- (2.d) Be a positive role model by being fair, considerate and honest in all dealings with others. Be impartial and demonstrate a high degree of individual responsibility.
- (2.e) Adhere to the policies, procedures, Constitution and By-Laws of the Henley Surf Life Saving Club and Surf Life Saving. This includes maintaining the required standard of proficiency and/or accreditation as applicable to your role/s.
- (2.f) Encourage everyone to 'Play by the Rules'. Do not publicly disagree with an official or coach. Raise any issues through the appropriate channels.
- (2.g) Do not use illegal drugs when engaged in or representing the Henley SLSC at official lifesaving events including club meetings, local or interstate carnivals, club presentations or during patrols. A member is considered to be representing the club whenever they are wearing club clothing or are in patrol uniform.
- (2.h) Do not smoke, consume alcohol, use or be under the influence of illicit drugs whilst on patrol or dressed in patrol uniform.
- (2.i) Ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development.
- (2.j) Do not communicate inappropriate, false or malicious comments or material about the Henley SLSC, member or employees within the club. This includes, but it not limited to social networking sites, emails and text messages.
- (2.k) Communicate with others in a respectful manner, refraining from discriminatory, racist, sexist, derogatory, aggressive, sexual or profane language, in both verbal and written forms.
- (2.l) Do not make unauthorised statements to the media about any aspects of the Henley SLSC or SLSSA. All media enquiries should be directed to a member of the BOM.
- (2.m) The Henley SLSC complies with the 'No Mobile Phone' policy in all male and female change rooms, whereby no one is to use a mobile phone at all whilst in these areas.

### **23.3. Code of Conduct for PPA dealing with CYP**

PPA includes any adult in the Club and any person 18 years or younger who is in a position of providing guidance or advice to others. CYP is any child or young person under the age of 18 years.

- (3.a) Use appropriate techniques and behaviour management strategies to ensure the safety and well-being of all members in an effective and positive environment. Seek the assistance from the Member Protection Officer (MPO) if one is not sure how to do this.
- (3.b) Do not provide unauthorised transportation.

- (3.c) Do not seek contact or engage in activities with a CYP outside of your SLS role. If you feel that the CYP requires assistance that is beyond your boundaries, contact the MPO or BOM immediately.
- (3.d) When in the presence of a CYP, use language and a tone of voice that boosts their confidence, encourages and affirms them whilst still providing clear direction. It should not be discriminatory, racist, sexist, derogatory, frightening, sexual or profane.
- (3.e) Whenever possible, all messages sent to a CYP should also be copied to their parent or caregiver. If that is not possible, the message should only relate to the specific service, activity, event or program that the CYP is involved with.
- (3.f) Permission to give a gift to a CYP must be obtained from a senior person on the BOM, and the parent or caregiver of the CYP must also be notified.
- (3.g) The taking of photographs must adhere to the SLS policies.
- (3.h) All physical contact with CYP's must be appropriate to the SLS services, programs or activities being undertaken. Under no circumstances should any PPA have contact that:
  - a. Touches, genitals, buttocks or the breast area.
  - b. Appears sexual to a reasonable observer
  - c. Is overly physical, unnecessary or against the wishes of the CYP.
- (3.i) Any physical contact initiated by a CYP that is sexual or inappropriate should be reported to the MPO or BOM member.
- (3.j) Under no circumstances is **any** form of sexual behaviour to occur between, with or in the presence of a CYP within the SLS environment.
- (3.k) Overnight stays occur only with the explicit authorisation of the BOM and the parents/caregivers.
- (3.l) Whenever possible, one-on-one situations should be avoided in change rooms.

#### **23.4. Breaches of the Code of Conduct**

The Henley SLSC expects all members to observe and adhere to the standards set out in this Code of Conduct. All members are accountable for their own actions and behaviour. Depending on the breach, a range of penalties for breaches of this Code may apply.

Any breach of these Codes will be investigated fully and may be subject to disciplinary action. Disciplinary action will vary according to the seriousness and implications of the breach, but could result in a member's club membership being suspended or cancelled.

## Appendix 1 - Membership of Henley SLSC

### 1. MEMBERSHIP CATEGORIES

- 1.1. Henley SLSC adopts the membership categories of Surf Life Saving Australia, reflected below for ease of reference.

SLSA has Members in the following primary categories:

- (a) Junior
- (b) Active
- (c) Community
- (d) Associate
- (e) Honorary

#### **Junior Membership**

Incorporates the sub-categories of:

- **Junior (5-13 years of age)**

A Junior Activity Member shall be a person who shall be a minimum age of five (5) years up to a maximum age of thirteen (13) years and such person shall be required to gain the relevant Surf Education Certificate for that person's age group.

The key focus for five and six-year-old Junior Activity Members will be play participation and fun. Guidelines which support this focus will include:

- i. beach activities that emphasise games and group activities,
- ii. water activities to be limited to shallow water near the water's edge and
- iii. no competition for these age groups other than that involved in fun games.

This category also includes junior members participating in the modified Snipper program.

- **Cadet Membership (13-15 years of age)**

A Cadet Member shall be a Member of the age qualification as defined in SLSA's Manuals (ie under 15) and, who has obtained the Surf Rescue Certificate or has passed an annual proficiency test.

#### **Active Membership**

Incorporates the sub-categories of:

- **Active Membership**

- i. be a Bronze Medallion holder;
- ii. fulfil patrol and Club obligations, as provided by SLSA and the Member's Club constitution; and
- iii. qualify in an annual proficiency test unless the Member has obtained their Bronze Medallion in that season.

- **Reserve Active Membership**

- i. Reserve Active Membership may be granted by a Club to Active Members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight (8) years of patrol and Club obligations as provided by SLSA and Club constitution. Reserve Active Membership shall not be automatic, but shall be granted by resolution of the appropriate club body.
- ii. Reserve Active Members shall perform a minimum of patrols in each Affiliated Club where they hold Reserve Active Membership, as required by SLSA and further patrol duties at the discretion of the Affiliated Club/s management.
- iii. Reserve Active Members shall complete the annual proficiency test.

Note: Reserve Active membership may be granted, under exceptional circumstances to Active Members irrespective of years of service.

- **Award Membership**

- i. Award Membership may be granted by a Club to persons who hold an SLSA award of one, or more, of the following qualifications: - Surf Rescue Certificate, Radio

- award/s, Resuscitation Certificate, Advanced Resuscitation Certificate or First Aid Certificate (or equivalent).
- ii. Such Members may be called upon to perform patrol and/or other club obligations within the ability of their qualifications.
- iii. An Affiliated Club may grant an Award Member voting rights to that Affiliated Club if they are undertaking lifesaving patrol duties.

### **Community Membership**

This membership category is for members who are community members, involved with the club in a social capacity, and are not required to participate directly in lifesaving activities.

- i. Community Membership may be granted by a Club to persons who may or may not hold an SLSA award.
- ii. Community Members shall not have Affiliated Club voting rights unless elected to office or position, which is provided with voting rights by the relevant Affiliated Club constitution.
- iii. Community Members shall have a joining and/or annual membership fee substantially less than fees for other categories of membership.
- iv. Activities of Community members can include, but are not restricted to:
  - Club social events
  - Come and try / Family days
  - Outdoor fitness sessions facilitated by an Active member
- v. This membership excludes:
  - Use of club equipment without supervision
  - Patrols
  - Competition
  - Access to the gym
  - Fobs or access to the building outside of normal operating hours, unless approved by the Board of Management.

### **Associate Membership**

Includes the sub categories of:

- **General Membership**
  - i. General Membership may be granted by a Club to persons who may or may not hold an SLSA award.
  - ii. General Members shall not have Affiliated Club voting rights unless elected to office or position which is provided with voting rights by the relevant Club constitution.
  - iii. General Members shall have privileges as determined by the respective State Centre.
  - iv. General member participation can include, but is not restricted to:
    - a. Junior member parents
    - b. Volunteers (Age Group Leader, Community & Diversity programs or water cover activities)
    - c. Trainers and Assessors
    - d. Coaches and Team Managers
    - e. Officials
    - f. Club Administration
- **Associate Membership**
  - vi. Associate Membership may be granted by a Club to persons who may or may not hold an SLSA award.
  - vii. Associate Members shall not have Affiliated Club voting rights unless elected to office or position, which is provided with voting rights by the relevant Affiliated Club constitution.
  - viii. Associate Members shall have a joining and/or annual membership fee substantially greater than fees for other categories of membership.

- **Probationary Membership**

Probationary membership shall be the designation of any person for the time period between applying for membership and the gaining of an award and/or the granting of a formal category membership by the appropriate Henley SLSC committee.

Note: Probationary members are not Individual Members for the purposes of clauses 10 and 13 of the SLSA Constitution.

### **Honorary/Service Membership**

Includes the sub categories of:

- **Long Service Membership**

- i. Long Service Membership may be granted by a Club to Members who have completed ten (10) years active service or to Members who have completed eight (8) years active service plus four (4) years reserve active service.
- ii. Such Members may be exempted from all patrol obligations and may be granted other special privileges of Membership as provided in their Club constitutions.
- iii. Should such Members join another Affiliated Club, the receiving Affiliated Club shall determine if such Member's Long Service shall be recognised by that Affiliated Club.

- **Honorary Membership**

Honorary Membership may be granted by a Club to persons who may or may not hold on SLSA award.

- **Life Membership**

Life Membership of a Club may be granted by that Club to Members who have rendered distinguished, or special service as provided for in that Affiliated Club's constitution.



## *Appendix 2 - Position Descriptions*

### 1. OFFICE BEARERS

#### **President**

- Shall be a member of the Board of Management
- Shall represent the interests of the Club and its members at various external forums, e.g. State Council representative, local council liaison
- Shall motivate and lead the Club to success
- Has the power to temporarily suspend any Club officer/member whose activities or membership have been detrimental to the Club or SLSA until the Board of Management or Judiciary / Disciplinary Panel has had the opportunity to discuss and determine same.
- Shall have overall responsibility for ensuring the ongoing health safety and welfare of the Club is maintained in accordance with SLSA standards
- Shall chair all General Meetings and Board of Management meetings.
- Shall be an ex-officio member of all Sub-Committees.
- Shall at the Annual General Meeting, following the election of the new Board of Management, appoint from the balance of the Board, a deputy to take his place and have like powers in his absence.
- Shall ensure that all office bearers are performing their required duties and acting in accordance with the Constitution and Rules of the Club.
- Report to the Board of Management in writing after all State Council meetings.
- If unable to attend any State Council meetings must arrange a proxy delegate to represent the Club.
- Shall be responsible for the review and recommendation of changes to the Code of Conduct and Statement of Purposes and Rules.
- Shall be responsible for Club's Strategic Plan.
- Ensuring the Club's Strategic Plan is observed, maintained and reviewed at least twice yearly to ensure relevancy.
- Shall sign, after ratification, as a true record the minutes of the General or Board of Management meetings.
- The President, or his authorized proxy, shall represent the Club on any external Board, Committee or Group that may assist the growth, development or advancement of the Club.
- Shall oversee the positions of Life Member Representative, Club Complaint Handlers/Child Safety Officers, Club Chaplain, Sponsorship Coordinator and the Club Chaplain.
- Shall manage Club Security in collaboration with the Club Secretary.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Vice President**

- Shall be a member of the Board of Management.
- Shall chair the Building Management Committee.
- Shall present a monthly Building Management Committee report to the Board of Management, including a report on all issues associated with the club building and operating (non-surf sports or patrol) equipment.
- Undertake a review and management of all major maintenance contracts and building services agreements.
- Prepare annual budgets for all building activities.
- Shall ensure that the objectives of the Building Management Committee are met.
- Shall oversee the management of building and equipment (non lifesaving) maintenance
- Shall oversee and follow-up on all WHS reports and club responsibilities as per all relevant legislation.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Finance Manager**

- Shall be a member of the Board of Management.
- Shall oversee the commercial management team and the financial management of the Club's commercial business.
- Shall have a formal qualification in accounting, financial management or similar.
- Shall ensure appropriate budget for the ensuing season is presented to the Board of Management by 30th November annually.
- Shall control and manage the financial records and funding of the Club and report activities and position, monthly, to the Board of Management.
- Shall maintain the accounting software prescribed by the BOM, currently MYOB.

- Shall maintain records of accounts, in the prescribed format, and present a duly audited full set of accounts, statements and balance sheets for inclusion in the Annual Report.
- Controlling, or delegating control, of receipting, banking and recording all monies on behalf of the Club.
- Making all payments due by the Club, by Electronic Funds Transfer (EFT) or other methods approved by the Board of Management.
- Maintaining summaries of payments and receipts, a Trading Statement and Bank Reconciliation.
- Maintaining a proper record of accounts, in the prescribed format, and shall present a duly audited full set of accounts, statements and Balance Sheet for inclusion in the Annual Report for presentation to the members.
- Control the issuing of Debit Cards to duly authorised office bearers.
- Shall maintain or delegate the completion of BAS returns, ATO documents, other regulatory returns.
- Shall receive monthly stock take, from the commercial business, prepared by the commercial management team.
- Shall liaise with the commercial management team to review and confirm that all operations are profitable.
- Oversee the compliance with regulations, wages, HR etc is maintained by the commercial management team.
- Ensure that there is cohesion between the running of the commercial business and the running of the social activities within the club.
- Ensure the clubs needs are met with the co sharing of the commercial business with our Surf Life Saving operations.
- Shall oversee the activities of the Grants Officer
- Shall ensure that all grants are acquitted in a timely manner
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Club Secretary**

- Shall be a member of the Board of Management
- Shall be the Public Officer of the Club providing is over the age of 18 years. If is under 18 years old ensure another member of the Board of Management is elected as Public Officer.
- Shall receive, log, process and distribute all items of correspondence to ensure all areas of the Club are sufficiently informed in order to carry out duties, instructions etc.
- Shall coordinate the recording and distribution of agendas and minutes of all General and Board of Management meetings
- Shall collate and draft the Club's Annual Report for presentation at the AGM.
- Shall ensure a monthly newsletter, is created and distributed to all Club members
- Shall oversee the activities of the Membership Manager, Club Historian, Digital Media Officer, Web Master, Social Coordinator and Clothing Manager.
- Shall approve all web details before being posted on the web and oversee the activities of the Webmaster.
- Shall approve all communications via social media forums and oversee the activities of the Digital Media Officer.
- Shall forward notice of all meetings and the business to be transacted there at to members in accordance with the rules.
- 
- Except as otherwise provided in these Rules, the Secretary shall keep in his custody or under his control all books, documents and securities of the Club.
- Shall manage club security in collaboration with the Club President including fob and key management.
- Shall liaise with the Junior Secretary and other roles to ensure child and member safety compliance, including Working with Children (WWC) checks are being completed and securely stored.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Club Captain**

- Shall be a member of the Board of Management.
- Shall chair the Operations Committee.
- Shall represent the Club on any external Board, Committee or Group that may assist the growth, development or advancement of the Club, or in their absence an authorized proxy.
- Shall have overall control of active Club members on all occasions.
- Shall ensure the effective development and operation of lifesaving patrols.

- Shall ensure lifesaving equipment and area is maintained in good working order and in accordance with legal requirements.
- Shall have overall responsibility of active members and shall have the authority to permit or refuse or access to any Club property to any member as deemed appropriate.
- Shall ensure patrolling members understand their responsibilities and regularly review activities.
- Shall ensure Patrol Captains undertake regular audits of their equipment and areas of responsibility and report and maintenance requirements.
- Shall be responsible for the conduct and discipline of members in all Club matters and the general education of members in surf lifesaving.
- Shall be responsible for the efficiency of patrols and keep a record of attendance thereat and of all lifesaving work performed by members of the Club.
- Shall be responsible for the organisation and conduct of all Club Patrol Competitions.
- Selection of Patrol Member of the Year Award;
- Selection of Annual Patrol Service Awards;
- Shall have the power to co-opt members to assist in the performance of their duties.
- Shall present a pre-season budget from the Operation Committee to the Board of Management by 31<sup>st</sup> October.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

### **Surf Sports Manager**

- Shall be a member of the Board of Management.
- Shall chair the Surf Sport Committee.
- Shall coordinate the effective operation of the Club's Surf Sports activities.
- Shall ensure nominations for all competitions are submitted to the appropriate bodies.
- Shall ensure competition equipment and areas are maintained in good working order and in accordance with legal requirements
- Shall develop a training and competition strategy in consultation with Surf Sports Committee.
- Shall identify equipment needs and present a budget to the Board of Management.
- Shall ensure equipment and resources are sufficient for the Club's obligations at competitions.
- Shall ensure Area Captains undertake regular audits of their equipment and areas of responsibility and report and maintenance requirements
- Shall be responsible for the administration, entries and marketing of the carnival team.
- Shall be responsible for the organisation and conduct of the Club Championship event.
- Shall liaise with Social Coordinator for any social competition functions the competition area wish to run, for approval from Board of Management.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

### **Life Saving Services Manager**

- Shall be a member of the Operations Committee.
- Shall chair the Life Saving Services Committee.
- Shall coordinate the effective operation of the Club's Life Saving Service activities.
- Shall ensure rescue equipment and areas are maintained in good working order and in accordance with legal requirements
- Prior to the commencement of each season shall submit to the Operations Committee for approval, a schedule of patrols and their Captains, together with a roster of patrol duties for the ensuing season.
- Shall identify equipment needs and present same to the Life Saving Services Committee.
- Shall ensure equipment and resources are sufficient for the Club's obligations.
- Shall ensure Life Saving Services Committee members undertake regular audits of their equipment and areas of responsibility and report and maintenance requirements?
- Shall be responsible for the maintenance and serviceability of rescue equipment
- Shall be responsible for the organisation and conducting patrol assessments to ensure the club maintains acceptable standards.
- Shall present a pre-season budget from the Life Saving Services Committee to the Operation Committee by the 1<sup>st</sup> October.
- Shall maintain proficient and professional patrols and ensure all patrol members are proficient.
- Shall liaise with Social Coordinator for any social life saving services functions the lifesaving area wish to run for approval from Board of Management
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

### **Junior Operations Manager**

- Shall be a member of the Operations Committee.
- Shall chair the Junior Committee.
- Shall coordinate the effective operation of the club's junior activities.
- Shall ensure nominations for all competitions are submitted to the appropriate bodies.
- Shall ensure competition equipment and areas are maintained in good working order and in accordance with legal requirements
- Shall develop a training and competition strategy in consultation with Junior Committee
- Shall identify equipment needs and present a budget to the Operations Committee.
- Shall ensure equipment and resources are sufficient for the Club's obligations at junior competitions.
- Shall ensure junior area undertake regular audits of their equipment and areas of responsibility and report and maintenance requirements.
- Shall be responsible for the recruitment, motivation, training and morale of competitors.
- Shall be responsible for the administration, entries and marketing of the carnival team.
- Shall be responsible for the organisation and conduct of the Junior Club Championship event.
- Shall represent the interests of the Junior membership and their parents/guardians at a Senior Club level.
- Shall provide a report on all Junior activities and developments to the Operations Committee.
- Shall liaise with Social Coordinator for any social junior functions the junior area wishes to run, for approval from Board of Management.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

### **Chief Instructor**

- Shall be a member of the Operations Committee.
- Shall identify the Club's training needs and develop an annual training plan prior to the commencement of the season.
- Shall encourage members to undertake training and education that will advance their life saving skills and general personal development
- Shall oversee the 'instruction group' comprising of specialist instructors and liaise with Surf Life Saving Australia Ltd Assessors and Club Life Saving Advisors.
- Shall coordinate instruction in Life Saving techniques and associated skills for all new, existing and Junior Members transitioning to the Senior Club who wish to undertake examination for Surf Life Saving Awards.
- Oversee the activities of the Club's instructors.
- Shall conduct and oversee the annual proficiency.
- Continually review training content and instruction techniques to ensure effective outcome.
- Shall be responsible for the instruction of all members in the principles of surf lifesaving.
- Supervise the preparation of Club members for all Association awards and examinations.
- Shall manage award instructors.
- Shall present a pre-season budget to the Operations Committee
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

### **Youth Co-ordinator**

- Shall be a member of the Operations Committee.
- Shall be a role model for members in transition from the Junior to Senior level.
- Shall encourage these members to organise activities to develop leadership skills.
- Shall ensure these members are introduced to area captains in the discipline they are interested.
- Shall have initial responsibilities for dealing with disciplinary matters arising from the 13 years to 17 years old age group.
- Shall oversee the running, conduct and social activities of the Henley Extreme Team (HET)
- Shall present to Operations Committee candidates for any youth development programs.
- Shall liaise with the Youth Advisor with any need the youth area is projecting.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

### **Youth Advisor**

- Shall be a member between the age of fifteen to twenty-five (15 to 25).
- Shall be a member of the Operations Committee.
- Shall be a role model for members in their age group.

- Shall encourage these members to organise activities to develop leadership skills.
- Shall ensure these members are introduced to area captains in the discipline they are interested.
- Shall represent their age group at Operations Committee meetings and bring to the table any concerns or ideas.
- May be involved in activities of the Henley Extreme Team (HET).
- May want to be involved in youth development programs.
- Shall liaise with the Youth Coordinator with any needs their area may want help in.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Community and Diversity Coordinator**

- Shall be a member of the Operations Committee.
- Shall manage and coordinate any of the club's inclusion programs that specifically relate to community or diversity and are not directly part of the Club's usual surf lifesaving and/or surf sports training programs.
- Programs may include, but are not limited to the following:
  - On the Same Wave multicultural program
  - Wiltja Indigenous program
  - Starfish Nippers special needs program
  - Wheelchair access mat
- Shall liaise with outside organisations to recruit, promote or respond to interest in the Club's inclusion programs.
- Shall appoint a Program Leader for each area where possible and provide those leaders with guidance and assistance where and when required.
- Shall provide a regular report to the Club Captain on any resources or assistance any of these programs may require from the Club.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Membership Manager**

- Shall report to the Club Secretary.
- Shall ensure the safety and welfare of all members through the provision of effective induction programs.
- Shall develop and maintain recruitment strategies in association with the Club Secretary in line with the Strategic Plan.
- Shall develop appropriate member retention strategies with assistance of the Club Secretary in line with the Strategic Plan.
- Shall maintain accurate membership records for all Club members and officers, together with details of all awards gained and any other appropriate activities of members.
- Shall oversee the activities of the Senior and Junior Registrars.
- Shall ensure all members are registered and financial, and that appropriate insurance documentation is in place in a timely manner.
- Shall maintain key register and ensure only financial members have same.
- May identify members deserving of Club, Association or Community Awards.
- May appoint a senior registrar to assist with registrations
- Liaise with the Junior Membership Officer
- Shall be responsible for the maintenance of membership records, annual membership renewal and the provision of membership lists and statistics as required by other officers.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Social Co-ordinator**

- Shall report to the Club Secretary.
- Shall assemble a social committee of willing members to assist.
- Shall liaise with all areas of the club with social functions.
- Shall program and co-ordinate social and fundraising events and seek approval from Board of Management.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Building Management Committee members**

- Committee shall be chaired by the Vice President and meet on a monthly basis.
- Shall be a member of the Building Management Committee.
- Shall take directions from the Building Management Committee to manage and maintain regular servicing, repairs and/or replacement of the club's building assets, in a cost effective manner
- Also need to maintain a risk and compliance register for compliance issues such as lift, aircon and fire equipment

- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Building Maintenance Manager**

- Shall be a member of the Building Management Committee.
- Shall assist with the development of a yearly maintenance schedule and budget.
- Shall assist with the management and maintenance of the building and equipment maintenance schedule/asset register.
- Organise the repair of any urgent breakdowns under the parameters set down by the Building Management Committee
- Shall supply a yearly maintenance schedule and costs to Building Management Committee.
- Ensure building schedule maintenance is organised.
- Ensure the Club's building schedule maintenance is managed and organised
- Liaise with the Occupational Health and Welfare Officer on any projected problem.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Work Health and Safety Officer**

- Shall be a member of the Building Management Committee
- Keep up to date on all work health and safety matters.
- Be aware of all the risks and hazards of the nature of the Person Conducting a Business or Undertaking (PCBU) operations.
- Make sure the PCBU is eliminating or minimising the risks and hazards at the workplace resulting from the conduct of the PCBU, or has resources and processes in place to eliminate or minimise risks and hazards e.g. consulting with workers, ensure Health and Safety Representatives receive training, ensure staff are trained on WHS issues etc.
- Ensure the PCBU has the resources available to respond in a timely manner to any incidents, hazards or risks.
- Ensure the PCBU has and implements processes and procedures for complying with duties and obligations under the Work Health Safety Act.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Radio Officer**

- Shall report to the Life Saving Services Committee.
- Shall maintain the Clubs' radios.
- Shall maintain a reporting system for faulty and damaged radios.
- Shall supply Life Saving Services Committee with a pre-season budget.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **First Aid Officer**

- Shall report to the Life Saving Services Committee.
- Shall audit and maintain first aid equipment stocks.
- Shall supply Life Saving Services Committee with a pre-season budget.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Inflatable Rescue Boat (IRB) Officer**

- Shall report to the Life Saving Services Committee.
- Shall support IRB competition.
- Shall maintain and organise servicing of IRB and motors for 24 hr patrol readiness.
- Shall supply Life Saving Services Committee with a pre-season budget.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **All-Terrain Vehicle (ATV) Officer.**

- Shall report to the Life Saving Services Committee
- Shall maintain and organise servicing of ATV.
- Shall supply Life Saving Services Committee with a pre-season budget.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Surf Boat Coordinator**

- Shall report to the Surf Sports Committee
- Shall organise training and competition in the Surf Boat area.
- Shall conduct pre-, mid- & post-season audit of area/equipment.
- Shall supply Surf Sports Committee with a pre-season budget.
- Shall encourage and support members to ensure solid member participation.
- Shall ensure equipment is maintained and any damage reported.
- Shall supply the Surf Sports Committee with a pre-season budget.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

**Beach Coordinator**

- Shall report to the Surf Sports Committee.
- Shall organise training and competition in the beach area.
- Shall conduct pre-, mid- & post-season audit of area/equipment.
- Shall supply Surf Sports Committee with a pre-season budget.
- Shall encourage and support members to ensure solid member participation.
- Shall ensure equipment is maintained and any damage reported.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

**Water Coordinator**

- Shall report to the Surf Sports Committee.
- Shall organise training and competition in the water area.
- Shall conduct pre-, mid- & post-season audit of area/equipment.
- Shall supply Surf Sports Committee with a pre-season budget.
- Shall encourage and support members to ensure solid member participation.
- Shall ensure equipment is maintained and any damage reported.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

**Board Coordinator**

- Shall report to the Surf Sports Committee.
- Shall organise training and competition in the board area.
- Shall conduct pre-, mid- & post-season audit of area/equipment.
- Shall supply Surf Sports Committee with a pre-season budget.
- Shall encourage and support members to ensure solid member participation.
- Shall ensure equipment is maintained and any damage reported.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

**Ski Coordinator**

- Shall report to the Surf Sports Committee
- Shall organise training and competition in the ski area.
- Shall conduct pre-, mid- & post-season audit of area/equipment.
- Shall supply Surf Sports Committee with a pre-season budget.
- Shall encourage and support members to ensure solid member participation.
- Shall ensure equipment is maintained and any damage reported.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

**Life Saving Competition Coordinator**

- Shall report to the Surf Sports Committee.
- Shall organise training for Life Saving Competition.
- Shall conduct pre-, mid- & post-season audit of area/equipment.
- Shall supply Surf Sports Committee with a pre-season budget.
- Shall encourage and support members to ensure solid member participation.
- Shall ensure equipment is maintained and any damage reported.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

**Gym Coordinator**

- Shall report to the Surf Sports Committee.
- Shall organise strength and conditioning training with designed programs.
- Shall organise training programs for cadet members and ensure their training is supervised.
- Shall organise revised training programs for junior members above thirteen years (13) old and ensure their training is supervised.
- Shall conduct pre-, mid- & post-season audit of area/equipment.
- Shall supply Surf Sports Committee with a pre-season budget.
- Shall encourage and support members to ensure solid member participation.
- Shall ensure equipment is maintained and any damage reported.
- Ensure the gym policy is adhered to.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

**Life Saving Advisor**

- Shall ensure that all standards of Life Saving Services and Training are maintained to an appropriate level per surf Life Saving Australia Ltd Policy.
- Shall conduct and arrange proficiencies of patrolling members at the beginning of the season to the standard set down by Surf Life Saving South Australia.

- Shall record members' proficiencies and forward to Surf Life Saving South Australia.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Senior Registrar**

- Shall report to the Membership Manager.
- Shall receive and process signed registration forms and collect subscription fees.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Clothing Manager**

- Shall report to the Club Secretary.
- Shall reconcile Club clothing stocks and submit clothing orders to Club Secretary.
- Shall promote and organise sales to the members.
- Shall manage the operations of the kiosk
- Shall manage the online clothing store
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Club Historian**

- Shall report to the Club Secretary.
- Shall collect, maintain and store historic information on the Club.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Digital Media Officer**

- Shall report to the Club Secretary
- Shall manage all club social media platforms in consultation with the Club Secretary.
- Shall manage the club website in collaboration with the webmaster and consultation with the Club Secretary.
- Shall collaborate with the Venue Manager to promote the bar and restaurant through all media sources.
- Shall advertise club events and promote lifesaving services via all media platforms.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Sponsorship Coordinator**

- Shall report to the President.
- Shall manage all sponsorship and ensure Club sponsors are recognised as per the sponsorship agreement.
- Shall develop sponsorship materials, seek and obtain sponsors & donations.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Grants Officer**

- Shall report to the Finance Manager.
- Shall seek and apply to all relevant grants in a timely manner.
- Shall ensure that the Club fulfils and finalises the terms of the grant.
- Shall keep a grant register.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Web Master**

- Shall report to the Club Secretary.
- Shall maintain and develop the Club website in collaboration with the Digital Media Officer.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Club Complaint Handler / Child Safety Officers**

- Nominated members of the Club who are trained in managing grievances and matters of child safety.
- The club should strive to have a minimum of four officers, with a minimum of one of each gender.
- Shall report directly to the Club President.
- Shall be made known to all club members.
- Shall ensure the safety of children in the club environment.
- Shall provide a confidential service to assist members with their problems, concerns or complaints about any aspects of the club including; development and training, handling issues, safety in the workplace, club environment, discrimination or harassment.



- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Club Chaplain**

- The club shall nominate a Chaplain.
- Shall provide a confidential and neutral support service to members for personal issues, difficult life circumstances, grief, loss, trauma, sickness, injury, ethical questions and club issues.
- Shall report directly to the Club President.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Junior Secretary**

- Producing and distribution of Junior Handbook.
- Shall receive, log and process all items of correspondence to ensure all areas of the Junior Section of the Club are sufficiently informed in order to carry out duties, instructions etc.
- Shall coordinate the recording and distribution of agendas and minutes of all Junior meetings.
- Shall provide the Club Secretary with any Junior material required to be entered on the Club website.
- Organise and distribute any Junior newsletters or social notices.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Junior Membership Officer**

- Shall report to the Membership Manager.
- Shall distribute Junior Club members' registration forms to individual members.
- Shall receive and process registration forms and collect subscription fees from Junior Members.
- Shall ensure all Junior Members are registered and financial.
- May appoint a junior registrar to assist with registrations
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Junior Training Coordinator**

- Shall program the weekly Junior training.
- Shall set up the weekly water and beach area.
- Shall organise training in conjunction with age group leaders.
- Shall ensure that all Surf Education Awards are gained appropriate to each Junior Members age level.
- Shall inform the Chief Instructor of any Junior Members requiring training for Senior Lifesaving awards as per Junior Competition age level requirements.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

#### **Junior Competition Coordinator**

- Shall ensure nominations for all competitions are submitted to the appropriate bodies.
- Shall ensure competition equipment and areas are maintained in good working order and in accordance with legal requirements
- Shall develop a training and competition strategy in consultation with Age Group Leaders
- Shall identify equipment needs and present same to the Junior Committee.
- Shall ensure equipment and resources are sufficient for the Clubs' obligations at Carnivals/Competitions
- Shall supply the Junior Committee with a pre-season budget.
- Shall ensure that all pre-requisite educational awards are achieved as per SLSA competition policy.
- Shall undertake a full hand-over of role to new officer bearer upon ceasing duties

## **2. HONORARY OFFICERS**

#### **Patron**

- Shall be elected because they are a person who is honoured as a special guardian, protector and supporter of the Club.

#### **Vice Patron(s)**

- Shall be elected from dignitaries who can provide service and support to the Club.

#### **Auditor**

- Person who is qualified to offer their services to assist with advice with the Clubs Finances and the auditing of yearly Financial Statements.

## *Appendix 3 - Life Members*

### 1. DEFINITION

Life Membership of the Club shall not be considered lightly, nor in a frivolous manner, but shall be recognition of outstanding services to the Club, over an extended period, over and above that which is expected as the norm.

### 2. CRITERIA

A member who has been nominated must have given outstanding and special service to the Club over many years, or not being an active member of the Club, the Nominee shall have provided outstanding service to the Club over an extended period, or in the opinion of the Life Membership Committee deserves consideration for Life Membership in recognition of special services or deeds rendered.

### 3. NOMINATIONS

Nominations for Life Membership shall be made by a financial member of the Club, duly endorsed by a further financial member of the Club as the seconder.

The nomination shall be directed to, and be received by the Secretary, not less than two calendar months prior to the Annual General Meeting, and shall be in the form of a concise history of the nominee's services to the Club, for consideration by the Life Membership Committee.

The Life Membership Committee shall assess the nominations, and, if agreed to by a majority voting in the affirmative, forward the endorsed nomination to Board of Management for circulation with the Notice of Meeting for the next scheduled Annual General Meeting of the Club.

### 4. VOTING

The awarding of Life Membership of the Club shall be carried on 75% of members entitled to vote in the affirmative at an Annual General Meeting.

## Appendix 4 – Awards

### 1. NOMINATION AND RATIFICATION OF AWARDS

All awards shall be nominated as detailed in the table below.

The award selection process is to be coordinated by the Club Captain and ratified by the Board of Management.

### 2. DESCRIPTION OF AWARDS

<b>Name</b>	<b>Perpetual Trophy</b>	<b>Nominee(s)</b>	<b>Criteria</b>
Hero of the Surf	Yes	Club Captain Life Saving Services Manager	Only awarded for an outstanding rescue at Henley Beach when the skills and resourcefulness of our patrolling members come to the fore. Any member of the Club or public can nominate a person for this award. The rescue does not specifically have to be retrieval from the water, nor does it have to be during a patrol. If there is no one eligible for this award in any given season, then it is not awarded, but equally it may be awarded to more than one recipient in a season.
Barry Duhne Junior Lifesaver of the Year	No	Club Captain Life Saving Services Manager Junior Operations Manager Youth Coordinator Youth Advisor	A patrolling member who has attained a Surf Rescue Certificate and has excelled in enthusiasm, commitment and effort in Life Saving Services, Competition and social participation with the Club. Competition results and patrol hours are not the main focus on this award, but are recognised.
Barry Duhne Senior Lifesaver of the Year	No	Club Captain Life Saving Services Manager	A patrolling member who obtained the Bronze Medallion Award and has excelled in enthusiasm, commitment and effort in Life Saving Services, Competition and social participation with the Club. Competition results and patrol hours are not the main focus on this award, but are recognised.
Patrol Member of the Year	Yes	Club Captain Life Saving Services Manager	Recognises a patrolling member who this season has worked towards improving the delivery of our core business, by providing a safe swimming environment at the beach. Activities taken into account are: <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Patrol Hours</li> <li>• Water cover commitment</li> <li>• Achievement of Senior awards</li> <li>• Conduct during rostered patrols</li> <li>• Reliability</li> <li>• Rescue(s)</li> </ul> Provision of lifesaving services outside of regular club activities (e.g., carnivals, regattas, long swims, search and rescue etc).
Champion Patrol Group	Yes	Club Captain Life Saving Services Manager	Outstanding performance during internal patrol competition based on point scoring system put in place at the commencement of each new season by the Lifesaving Services Committee. In any year where there has been no patrol competition the

			award can be assessed by other activities as determined by the Lifesaving Services Committee. Members are deemed to be eligible for inclusion in Champion Patrol Group if they meet the following two conditions: 1. Attend a minimum of four rostered patrols with allocated patrol group, or 3 rostered and one 'swap' with a member who has same or higher awards. 2. Minimum number of 16 patrol hours during the season.
Chook and Beverly Fielder Trophy	No	Club Captain Life Saving Services Manager Youth Coordinator Youth Advisor	Any member who started their association with the Club at the Junior level and has now excelled at the Senior level of the Club. A recipient can only receive this award once.
Most Patrol Hours	No	Club Historian	The Club member who has accrued the most Henley Club patrol hours in the season.
Best First Year Member	Yes	Club Captain Life Saving Services Manager Youth Coordinator Youth Advisor Chief Instructor	A new member (in that patrol year), who has enthusiastically contributed to the club in a positive way. The award can be given to any person (either Patrolling Member, Competition Member or Supporter Member) that has contributed enthusiastically. Candidates for this award are provided by the Membership Manager.
Nick Ruygrok Memorial Trophy	Yes	Club Captain Life Saving Services Manager	Any active Club member between the ages of 14-18 prior to 1 <sup>st</sup> October of the award season. Is awarded to a young member who has displayed outstanding performance and enthusiasm in all facets of Life Saving and or Competition.
Club Member of the Year	Yes	BoM	Is given for outstanding contribution to multiple aspects of club life. There is much discretion available for this award as it can encompass almost any outstanding contribution by a member. At the discretion of the Board of Management, the award can either be held over or awarded to more than one person in any given patrolling season. There is a wide scope of areas to assess, but they can include: <i>Lifesaving</i> <ul style="list-style-type: none"> <li>• Patrol performance</li> <li>• Water cover</li> <li>• Gaining new awards</li> <li>• Training activities</li> <li>• Support for other members</li> <li>• Representing club at a State level (eg, carnivals water cover, assessments at other Clubs etc)</li> <li>• Rescues</li> <li>• Other</li> </ul> <i>Competition</i> <ul style="list-style-type: none"> <li>• Outstanding performance</li> <li>• Enthusiastic performance</li> <li>• Support of other members</li> <li>• Helping fulfil our State obligations (eg, carnival water cover, officials etc)</li> <li>• Training</li> </ul> <i>Social</i>

			<ul style="list-style-type: none"> <li>• Attends functions</li> <li>• Organises functions</li> <li>• Assists with set up and/or clean-up of club functions</li> <li>• Engages new people to attend our club functions</li> <li>• Introduces new people to lifesaving</li> </ul> <p><i>Other</i> Any other activity not covered above that contributes to improving our services to our members and/or to the community (eg. equipment maintenance, sponsorship applications, dealing with officialdom, administrative work etc.)</p>
President's Award	Yes	President	A member that the Club President feels has provided the Club with an extraordinary service. The President may pick a member who they feel that their efforts not only benefitted the Club this season but may also in the future.
Club Captain's Award	No	Club Captain	A member that the Club Captain feels deserves recognition for their efforts throughout the season.
Club Champion - U14 & U15 (M & F)	No	Surf Sports Committee	If there are less than three members of the same age group participating, competitors will be combined with the most similar age group.
Club Champion - Open (M & F)		Surf Sports Committee	U17 and above. If there are less than three members of the same age group participating, competitors will be combined with the most similar age group.
Club Champion - Masters (M & F)		Surf Sports Committee	If there are less than three members of the same age group participating, competitors will be combined with the most similar age group.
Club Swim - Youth (M & F)	No	Surf Sports Committee	U14 to U18.
Club Swim - Senior (M & F)	No	Surf Sports Committee	U19 and above.
Most Enthusiastic - Beach	Yes	Beach Coordinator	
Most Enthusiastic - Boat	Yes	Surf Boat Coordinator	
Most Enthusiastic - Craft	Yes	Board & Ski Coordinators	
Most Enthusiastic - Water	Yes	Water Coordinator	
Most Outstanding Carnival Competitor	Yes	Surf Sports Committee	A club member (male or female) who has excelled at surf sports. Can be awarded to an individual or team.
Most Outstanding Youth Carnival Competitor	No	Surf Sports Committee	U14 & U15. A club member (male or female) who has excelled at surf sports. Can be awarded to an individual or team.
Most Outstanding Masters Carnival Competitor	Yes	Surf Sports Committee	A club member (male or female) who has excelled at surf sports. Can be awarded to an individual or team.
Outstanding Contribution to Surf Sports	Yes	Surf Sports Committee	A club member who has contributed to the success of the competition area, but not necessarily through competing for the club (eg. coaching or official duties.)

## *Appendix 5 - Use of Social Media Policy*

### **1. Purpose**

Social media (see clause 2 below for definition) offers the opportunity for people to gather in online communities of shared interest and create, share or consume content. As a member-based organisation, Henley Surf Life Saving Club recognises the benefits of social media as an important tool of engagement and enrichment for its members.

Henley Surf Life Saving Club has a long history and is a highly respected organisation. It is important that Henley Surf Life Saving Club's reputation is not tarnished by anyone using social media tools inappropriately, particularly in relation to any content that might reference the organisation and its members.

When someone clearly identifies their association with Henley Surf Life Saving Club and/or discusses their involvement in the organisation in this type of forum, they are expected to behave and express themselves appropriately, and in ways that are consistent with Henley Surf Life Saving Club's stated values and policies.

This policy aims to provide some guiding principles to follow when using social media. This policy does not apply to the personal use of social media platforms by Henley Surf Life Saving Club ('the Club') members or staff where the member makes no reference to the Club or related issues.

### **2. Scope**

- 2.1. This policy applies to Henley Surf Life Saving Club members, staff or any individual representing themselves or passing themselves off as being a member of the Club.
- 2.2. This policy covers all forms of social media. Social media includes, but is not limited to, such activities as:
  - (1.a) Maintaining a profile page on social or business networking sites (such as Facebook, Instagram, Twitter or MySpace);
  - (1.b) Content sharing include Flickr (photo sharing) and YouTube (video sharing);
  - (1.c) Commenting on blogs for personal or business reasons;
  - (1.d) Leaving product or service reviews on retailer sites, or customer review sites;
  - (1.e) Taking part in online votes and polls;
  - (1.f) Taking part in conversations on public and private web forums (message boards); or
  - (1.g) Editing a Wikipedia page.
- 2.3. The intent of this policy is to include anything posted online where information is shared that might affect members, colleagues, clients, sponsors or the Club as an organisation.

### **3. Guiding Principles**

- 3.1. The web is not anonymous. Henley Surf Life Saving Club members and staff should assume that everything they write can be traced back to them.
- 3.2. Honesty is always the best policy, especially online. It is important that members of the Club think of the web as a permanent record of online actions and opinions.
- 3.3. When using the Internet for professional or personal pursuits, all members must respect the Henley Surf Life Saving Club brand and follow the guidelines in place to ensure the Club's intellectual property or its

relationships with sponsors and stakeholders is not compromised (see 5.0 below), or the organisation is brought into disrepute.

## **9. Usage**

- 4.1. For Henley Surf Life Saving members and staff using social media, such use:
  - 1.c Must not contain, or link to, libellous, defamatory or harassing content. This also applies to the use of illustrations or nicknames;
  - 1.b Must not comment on, or publish, information that is confidential or in any way sensitive to the Club, its affiliates, partners or sponsors; and
  - 1.c Must not bring the organisation or surf lifesaving into disrepute.
- 4.2. Furthermore, Henley Surf Life Saving Club members and staff may not use the Club brand (see 5.0 below) to endorse or promote any product, opinion, cause or political candidate; and it must be abundantly clear to all readers that any and all opinion shared are those of the individual, and do not represent or reflect the views of the Henley Surf Life Saving Club.

## **5. Branding and Intellectual Property (IP)**

It is important that any trademarks belonging to Henley Surf Life Saving Club are not used in personal social media applications, except where such use can be considered incidental – (where incidental is taken to mean “happening in subordinate conjunction with something else.”).

Trademarks include the Henley Surf Life Saving Club logo and the logos of Henley Surf Life Saving Club Sponsors.

## **9. Official Henley SLSC Blogs, Social Pages and Online Forums**

- 6.1. When creating a new website, social networking page or forum for staff/club member use, care should be taken to ensure the appropriate person at has given consent by the Management Committee of the Henley Surf Life Saving Club to create the page or forum.
- 6.2. Similarly, appropriate permissions must be obtained for the use of logos or images. Images of minor children may not be replicated on any site without the written permission of the child’s parent and/or guardian.
- 6.3. For official Henley Surf Life Saving Club blogs, social pages and online forums:
  - (3.a) Posts must not contain, nor link to, pornographic or indecent content;
  - (3.b) Some hosted sites may sell the right to advertise on their sites through ‘pop up’ content which may be of a questionable nature. This type of hosted site should not be used for online forums or social pages as the nature of the ‘pop up’ content cannot be controlled;
  - (3.c) Henley Surf Life Saving Club employees must not use the club’s online pages to promote personal projects; and
  - (3.d) All materials published or used must respect the copyright of third parties.

## **7. Consideration of others when using social networking sites**

Social networking sites allow photographs, videos and comments to be shared with thousands of other users.



Henley Surf Life Saving Club members and staff must recognise that it may not be appropriate to share photographs, videos and comments in this way. For example, there may be an expectation that photographs taken at a private club event will not appear publicly on the Internet. In certain situations, members or staff could potentially breach the Privacy Act or inadvertently make Henley Surf Life Saving Club liable for breach of copyright.

Henley Surf Life Saving members or staff should be considerate to others in such circumstance and should not post information when they have been asked not to or consent has not been sought and given. They must also remove information about another person if that person asks them to do so.

Under no circumstance should offensive comments be made by one member or staff about other members or staff online.

## **8. Management of Social Media and Breach of Policy**

- 8.1. The Henley Surf Life Saving Club Social Media Administrator will continually monitor online activity in relation to the organisation and its members. Detected breaches of this policy should be reported to the Management Committee.
- 8.2. The Board of Management and the approved Social Media Administrator has the authority to remove any content found online deemed offensive, inappropriate or in breach of this policy at any time. Members and staff are obliged to inform a member of the Board of Management or the Administrator if they detect inappropriate, offensive or content in breach of this policy on Henley Surf Life Saving Club social pages.
- 8.3. If detected, a breach of this policy may result in disciplinary action from Management Committee. This may involve a verbal or written warning or in serious cases, termination of your membership or employment with Henley Surf Life Saving Club.
- 8.4. A breach of this policy may also amount to breaches of other Henley Surf Life Saving Club and Surf Life Saving Australia policies.

## **9. Consultation or Advice**

This policy has been developed to provide guidance for Henley Surf Life Saving Club members and staff in a new area of social interaction. Club members and staff who are unsure of their rights, liabilities or actions online should seek clarification from the Henley Surf Lifesaving Club Social Media Administrator.

### ***Henley SLSC Social Pages***

#### **Public Pages:**

<http://www.facebook.com/HenleySLSC>  
<http://www.twitter.com/HenleySLSC>  
<http://instagram.com/HenleySLSC>

#### **Members Only Facebook Pages\*:**

Henley SLSC Members Only  
Henley SLSC Juniors  
Henley Boaties  
Henley Board Paddlers  
Henley Ski Paddlers  
Henley Gym Junkies  
Henley SLSC Bar Staff

**\*(ALL HENLEY SLSC FACEBOOK PAGES MUST BE APPROVED BY THE BOARD OF MANAGEMENT)**

Appendix 6 - Management Structure Diagram

