

# THE REGULATIONS



Surf Life Saving Australia Ltd

**Revised: August 2011.**

Regulations adopted at the 20 August 2011  
SLSA Board Meeting.

# Contents

These Regulations are made under the Constitution of SLSA. They contain various directions and requirements of SLSA which are binding on SLSA and Members of SLSA, but are not of a nature, which justifies inclusion in the Constitution. These Regulations are to be interpreted in accordance with and are subject to the Constitution of SLSA.

These Regulations are made for the dominant purpose of ensuring a safe and fair system or framework within which surf lifesaving may be regulated and conducted. These Regulations are not made for any anti-competitive purpose and in particular not for the purpose of deterring or preventing a person from participating or competing in any competition or activity conducted or organised by SLSA.

It should be recognised that SLSA believes in/and operates under strict equity guidelines. Any reference to a person as he in this document should be read as unisex.

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# SECTION 1

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## DIRECTORS

### Regulation 1.1 Directors (including President)

Elected Directors, including the President, are elected under clause 20 of the SLSA Constitution. Appointed Directors are appointed under clause 21 of the SLSA Constitution. Independent Directors may be appointed under clause 22 of the SLSA Constitution. The Elected Directors shall fulfil the requirements (as applicable) set out in Regulations 1.2, 1.3, 1.4 and 1.5 respectively.

All nominations for election or appointment to the positions contained in this section (excluding Appointed Directors) must provide a written resume of experience relevant to the position being nominated for, plus, a description of their future goals and objectives. The resume is to accompany the formal nomination on the prescribed form that must be forwarded to SLSA, with relevant State endorsement, no later than three (3) weeks prior to the date of the meeting, which will determine the nomination. Failure to provide a written resume will result in non-acceptance of the nomination. This requirement does not apply to existing office holders who are re-nominating for the same position.

Appointed Directors shall fulfil the requirements set out in Regulation 1.6.

Independent Directors, where appointed, shall fulfil the requirements set out in Regulation 1.7.

### Regulation 1.2 The President

The President shall:

- a) Be the nominal head of SLSA and will act as chairperson of any Board meeting or General Meeting at which he is present.
- b) As chairperson, decide the order in which the business of the meeting will be taken and ensure that discussion at the meeting is on issues that, according to the Constitution and SLSA policies, clearly belong to the Board or General Meeting to decide.
- c) Be a Director of SLSA and shall comply with the SLSA Governance Policy.
- d) Be responsible for the liaison, oversight and monitoring of the CEO's performance and activities, on behalf of the Board.
- e) Together with the CEO, be a media spokesperson for SLSA.

- f) Be prepared to attend, as far as practicable, special events, meetings, conferences and forums that have effect for SLSA or its members.
- g) Delegate authority, but always remain accountable for such delegations.
- h) Comply with the selection criteria set out below:
  - i. Extensive knowledge of surf life saving in general
  - ii. Previous experience in organisational work from either business or community activities;
  - iii. Demonstrated ability to understand a wide scope of community issues, including the requirements and objectives of governing charitable bodies;
  - iv. Management or administration skills, including financial management, and a good knowledge of the Corporations Act in the areas of corporate governance and directors' duties and responsibilities;
  - v. Sound professional or commercial background;
  - vi. Excellent presentation and communication skills; and,
  - vii. Sound understanding of strategic planning processes and ability to implement developed procedures.
- i) Be an individual Member of SLSA.

### **Regulation 1.3          Director of Lifesaving**

The Director of Lifesaving shall:

- a) In consultation with advisors and appropriate staff, develop and review Lifesaving Plans aligned with the SLSA Strategic Plan which shall be considered by the Lifesaving Standing Committee (LSC) for submission to the Board.
- b) Through the respective advisors, appropriate staff and members, supervise and monitor lifesaving services, awards, instruction assessment, equipment, drowning prevention and associated activities throughout Australia.
- c) Advise the Board upon reports and recommendations received from advisors, appropriate staff, members and other forums established from time to time, to consider and recommend upon Lifesaving matters.
- d) Supervise the convening, reporting and performance of advisors, the LSC, and supporting sub-committees.
- e) Act as chairperson of the LSC, national conferences and forums called together to consider lifesaving matters.

- f) Be aware of the progress of all programs and activities affecting Lifesaving, whilst respecting and observing the formal authority and communication links between the national advisors, appropriate staff, the Chief Executive Officer and other relevant persons.
- g) Be prepared to undertake programs or give advice when so requested by the Board, the President or the Chief Executive Officer, and as far as possible, observe such time frames and criteria as may be defined.
- h) Be prepared to attend as required other national meetings, conferences and forums that are convened and have effect upon Lifesaving.
- i) Comply with the duty statement for Board members of SLSA.
- j) Be a Director of SLSA and comply with the SLSA Governance Policy.
- k) Be an individual member of SLSA.

#### **Regulation 1.4            Director of Sport**

The Director of Sport shall:

- a) In consultation with advisors and appropriate staff, develop and review Lifesaving Sport Plans aligned with the SLSA Strategic Plan which shall be considered by the Sport Standing Committee (SSC) for submission to the Board.
- b) Through the respective advisors, appropriate staff and members, supervise and monitor lifesaving sport programs, equipment, and activities throughout Australia.
- c) Advise the Board upon reports and recommendations received from advisors, appropriate staff, members and other forums established from time to time, to consider and recommend upon lifesaving sport matters.
- d) Supervise the convening, reporting and performance of advisors, the SSC, and supporting sub-committees.
- e) Act as chairperson of the SSC, national conferences and forums, called together to consider lifesaving sport matters.
- f) Be aware of the progress of all programs and activities affecting lifesaving sport and sport events, whilst respecting and observing the formal authority and communication links between the national advisors, appropriate staff, the Chief Executive Officer and other relevant persons.

- g) Be prepared to undertake programs or give advice when so requested by the Board, the President or the Chief Executive Officer and, as far as possible, observe such time frames and criteria as defined.
- h) Be prepared to attend as required other national meetings, conferences and forums that are convened and have effect upon lifesaving sport.
- i) Comply with the duty statement for Board members of SLSA.
- j) Be a Director of SLSA and comply with the SLSA Governance Policy.
- k) Be an individual member of SLSA.

### **Regulation 1.5          Director of Development**

The Director of Development shall:

- a) In consultation with advisors and appropriate staff, develop and review Development Plans aligned with the SLSA Strategic Plan which shall be considered by the Development Standing Committee (DSC) for submission to the Board.
- b) Through the respective advisors, appropriate staff and members, supervise and monitor Development programs and activities throughout Australia.
- c) Advise the Board upon reports and recommendations received from advisors, appropriate staff, members and other forums established from time to time to consider and recommend upon development matters.
- d) Supervise the convening, reporting and performance of advisors, the DSC and supporting sub-committees.
- e) Act as chairperson of DSC, national conferences and forums, called together to consider development matters.
- f) Be aware of the progress of all programs and activities affecting development, whilst respecting and observing the formal authority and communication links between the national advisors, appropriate staff, the Chief Executive Officer and other relevant persons.
- g) Be prepared to undertake programs or give advice when so requested by the Board, the President or the Chief Executive Officer and, as far as possible, observe such time frames and criteria as defined.
- h) Be prepared to attend as required other national meetings, conferences and forums which are convened and have effect upon development.



- i) Comply with the duty statement for Board members of SLSA.
- j) Be a Director of SLSA and comply with the SLSA Governance Policy.
- k) Be an individual member of SLSA.

## **Regulation 1.6            Appointed Directors**

Appointed Directors shall:

- a) Be appointed by their State Centre and shall (unless otherwise determined by their State Centre) vote at General Meetings of SLSA and Board Meetings.
- b) Comply with the selection criteria below and the duty statement for Board members of SLSA.

Candidates meeting the selection criteria set out below will be advised by State Centres that they have qualified to stand for appointment. The relevant State Centre will then appoint one of the candidates through its normal process, to become an Appointed Director of SLSA.

The recommended selection criteria include:

- i) Extensive knowledge of surf life saving in general.
  - ii) Previous experience as a committee member or board member.
  - iii) Demonstrated ability to understand a wide scope of community issues, including requirements and objectives of governing and charitable bodies.
  - iv) Management or administration skills, preferably with knowledge of the Corporations Act in the areas of corporate governance and directors' duties and responsibilities.
  - v) Excellent presentation and communication skills.
  - vi) Ability to demonstrate major achievement or contributions in previous roles (either in professional vocational capacity or in surf life saving).
  - vii) Ability to work and communicate effectively within the group and with external parties. A candidate must not at any time act in a manner prejudicial to, or contrary to the interests or objects of, SLSA.
  - viii) Understanding the strategic planning process and have the ability to implement developed procedures.
  - ix) Commitment to the role and have the ability to devote sufficient time and energy to the position.
  - x) Commitment to the SLSA objects, policies, rules and values
- c) Be Directors of SLSA and comply with the SLSA Governance Policy.
  - d) Be individual members of SLSA

## Regulation 1.7 Independent Directors

The Elected Directors and the Appointed Directors may appoint up to two Independent Directors.

The Independent Directors shall have specific skills in commerce, finance, marketing, law or business generally or such other skills which compliment the Board composition and SLSA's strategic priorities, but need not necessarily have experience in or exposure to surf life saving. An Independent Director does not need to be an Individual Member of SLSA.

Skills for consideration for appointment as an Independent Director include:

- a) Previous experience as a committee member or board member.
- b) Demonstrated ability to understand a wide scope of community issues, including requirements and objectives of governing/charitable bodies.
- c) Business, commercial, risk management or management, preferably with knowledge of the Corporations Act in the areas of corporate governance and directors' duties and responsibilities.
- d) Excellent presentation and communication skills.
- e) Ability to demonstrate major achievement or contributions in previous roles.
- f) Ability to work and communicate effectively within the group and with external parties. A candidate must not at any time, in the opinion of the Board, have acted in a manner prejudicial to, or contrary to, the interests or objects of SLSA.
- g) Understanding the strategic planning process and have the ability to implement developed procedures.
- h) Commitment to the role and have the ability to devote sufficient time and energy to the position.
- i) Commitment to the SLSA objects, policies, rules and values

## Regulation 1.8 Remuneration of Directors

No Director of SLSA shall receive remuneration for work carried out as a Director of SLSA.

Directors of SLSA are entitled to receive reimbursements and/or expenses for work carried out as a Director.

## Regulation 1.9 Life Governor

An Individual Member or Members of SLSA may be appointed or removed by the Board to/from the position of Life Governor of SLSA. More than one Life Governor may be appointed.

A Life Governor shall:

- a) At all times maintain membership of SLSA, and be subject to the Rules and Regulations of SLSA, as amended from time to time.
- b) If requested by the President or Board, attend and participate in meetings of SLSA or the Board, however, shall have no voting rights at such meetings.
- c) Undertake tasks or represent SLSA assigned by the President or Board.
- d) Receive reimbursements and/or expenses as agreed to by the President for any of the above tasks.

# SECTION 2

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## MEETINGS AND MANAGEMENT

### Regulation 2.1      General Meetings

General Meetings of SLSA are authorised under clauses 30, 31 ,32 ,33 ,34, 35, 36 and 37 of the SLSA Constitution and are conducted as an Annual General or a Special General Meeting at which all SLSA members may attend with each State Centre being entitled to one (1) vote exercised by its Appointed Director.

### Regulation 2.2      Board Meetings

Board meetings are authorised and conducted under clause 26 of the SLSA Constitution.

### Regulation 2.3      Delegation of Authority

- a) The authority of committees and other advisors who may be delegated duties and functions from time to time will be determined by a written instrument creating, establishing or appointing the committee or advisor and any specific terms of reference for that committee or advisor.
- b) Subject always to paragraph (a) of this Regulation 2.3 the ability of a delegated committee/group (including but not only the Executive Management Group, Lifesaving Standing Committee, Sport Standing Committee and Development Standing Committee) to activate decisions shall be limited to the extent that following a meeting the minutes shall be distributed as provided for in the Regulations and should any more than one (1) Director challenge any decision, by notice in writing to the Chief Executive Officer, within thirty (30) days of the dispatch of the minutes then that resolution shall be referred to the next meeting of the Board. If a resolution is not challenged as provided it shall become binding and has effect as if it were a decision of the Board.

## **Regulation 2.4            Executive Management Group (EMG)**

The Executive Management Group (EMG) is established under clause 25(d) of the SLSA Constitution and will be constituted by such persons, as the Board deems fit from time to time. The EMG will operate at all times in accordance with these Regulations and any terms of reference set by the Board from time to time.

### **2.4.1    Terms of Reference**

- a)    The EMG shall assist with the efficient and quality management and communication of the business of SLSA through monitoring, evaluating, and determining (within limits of delegated authority) all activities and programs designed to meet SLSA objectives.
- b)    The EMG reports via the Chief Executive Officer.

### **2.4.2    Responsibilities**

The EMG shall be responsible to collaborate with and assist the Chief Executive Officer, as required, with the following:

- a)    Develop and manage the overall activities and growth of SLSA.
- b)    Progress and monitor overall strategic planning, quality management systems and organisation performance reporting for SLSA including forecasting, operational planning and resource needs.
- c)    Develop and implement, in conjunction with the appropriate staff, advisor/s and committees, plans and proposals for the continued progress of surf lifesaving including approaches to Government and the public and private sectors.
- d)    Be responsible to the Board on implementing matters of policy and the Chief Executive Officer to report to the Board on the activities of EMG subsequent to the previous Board meeting.
- e)    Develop and implement, in conjunction with appropriate advisors, committees and staff, quality administration systems and functions to maximise efficiencies and effectiveness.
- f)    Encourage, co-ordinate and facilitate activities amongst advisors, members and staff including the establishment of study groups and work committees, seminars, etc, to progress SLSA objectives.
- g)    Refer to committees, advisors, staff or other groups, appropriate matters requiring consideration in keeping with approved programs and SLSA policies.
- h)    Co-ordinate and monitor the activities of appointed committees and advisors.

- i) Prepare, monitor and control approved budgets and expenditures.
- j) Make recommendations or refer to Board any policy matters outside the delegated authority of the EMG.
- k) Attend to matters referred by the Board or other committees.

### **2.4.3 Composition**

- a) Subject always to the SLSA Constitution the EMG shall comprise:
  - (i) Chief Executive Officer (who shall act as EMG chairperson); and,
  - (ii) Principal Manager/Officer of each State Centre; and,
  - (iii) Principal Manager/Officer of the Surf Life Saving Foundation; and,
  - iv) Senior Managers of SLSA as determined by the CEO.
- b) State Centres may appoint alternate representatives.
- c) The EMG shall have the authority to co-opt the services of other persons to provide advice and/or assistance on specific matters from time to time.
- d) Visitors and/or observers may attend meetings by prior agreement of the meeting.
- e) In the event of the absence of the EMG chairperson, the EMG shall appoint one of its members to act during such absence.

### **2.4.4 Meetings**

EMG meetings shall be held:

- a) as directed by the Board, or
- b) as required by the EMG chairperson, or
- c) as decided by the EMG.

### **2.4.5 Quorum**

The quorum for any EMG meeting shall be at least six (6) members entitled to vote, consisting of representatives from at least four (4) different State Centres.

#### **2.4.6 Voting**

The CEO (EMG chairperson) and Principal Manager/Officer of each State Centre shall be entitled to one (1) vote only on any resolution at all meetings of the EMG at which they are present in person or by alternate.

#### **2.4.7 Minutes**

- a) The Chief Executive Officer shall cause full and accurate minutes of EMG meetings to be recorded.
- b) The minutes shall be promptly distributed to members of the EMG, the Board, other relevant committees, advisors and members as determined by the Chief Executive Officer.

### **Regulation 2.5 Lifesaving Standing Committee (LSC)**

The Lifesaving Standing Committee (LSC) is authorised under clause 38 of the SLSA Constitution. Its composition shall be endorsed annually by the Board. Duties and functions are as follows.

#### **2.5.1 Terms of Reference**

- a) The LSC reports via the Director of Lifesaving to the Board and to the EMG via the Chief Executive Officer or his nominee.
- b) The LSC shall be responsible for the development and implementation of the strategic lifesaving business of SLSA. This will be through monitoring, evaluating, reporting, influencing, initiating and determining (within limits of delegated authority) activities and programs designed to meet SLSA objectives.
- c) The LSC shall have power to activate matters falling within its orbit of operations provided that specific referrals by the Board are the subject of recommendations to the Board for endorsement or otherwise.
- d) Subject to clause 38 of the SLSA Constitution the LSC may formulate and monitor sub-committees, to achieve the purposes of the LSC and SLSA.

## 2.5.2 Responsibilities

The LSC shall:

- a) Be responsible for the development and implementation of lifesaving plans aligned with the SLSA Strategic Plan.
- b) Contribute to the development and review of, and reporting against the SLSA Strategic Plan, particularly in those matters pertaining to Lifesaving.
- c) Review, develop and maintain lifesaving rules, policies, standards and lifesaving manuals for SLSA.
- d) Encourage members, groups and teams to realise their potential.
- e) Review, develop and conduct lifesaving events for SLSA.
- f) Appoint relevant sub-committees to assist the LSC fulfil its obligations.
- g) Encourage the expansion of services including professional lifeguarding.
- h) Attend to matters referred by the Board or other committees.

## 2.5.3 Composition

- a) The LSC shall comprise:
  - (i) the Director of Lifesaving (who shall act as LSC chairperson); and,
  - (ii) the Chief Executive Officer or his nominee; and,
  - (iii) State Centre Directors of Lifesaving or equivalent.

**Note:** The composition of the LSC should reflect where possible the gender balance of SLSA membership.

- b) State Centres may appoint alternate representatives.
- c) Subject to Board approval, the LSC shall have the authority to co-opt the services of other persons including chairpersons of other Standing Committees or sub-committees, or advisors to provide advice and/or assistance on specific matters from time to time.
- d) Visitors and/or observers may attend meetings by prior agreement of the Chair.
- e) In the absence of the LSC chairperson, the LSC shall appoint one of its members to act during such absence.



#### **2.5.4 Meetings**

LSC meetings shall be held:

- a) at least two times per year; or
- b) as directed by the Board

#### **2.5.5 Quorum**

The quorum for any LSC meeting shall be at least five (5) members entitled to vote, consisting of representatives from at least four (4) different State Centres.

#### **2.5.6 Voting**

All listed members as provided for in Regulation 2.5.3(a), excluding the chairperson and SLSA staff, shall be entitled to one (1) vote only on any resolution at all meetings of the LSC at which they are present in person or by alternate. The chairperson shall have a casting vote where voting is equal.

#### **2.5.7 Minutes**

- a) The Chief Executive Officer or his nominee shall cause full and accurate minutes of the LSC meetings to be recorded.
- b) The minutes of the LSC meeting shall be promptly distributed to members of the LSC, the Board, other relevant committees, advisors and members as determined by the Chief Executive Officer.

### **Regulation 2.6 Sport Standing Committee (SSC)**

The Sport Standing Committee (SSC) is authorised under clause 38 of the SLSA Constitution. Its composition shall be endorsed annually by the Board. Duties and functions shall be as follows.

#### **2.6.1 Terms of Reference**

- a) The SSC reports via the Director of Sport to the Board and to the EMG via the Chief Executive Officer or his nominee.
- b) The SSC shall be responsible for the management and development of the strategic sport business of SLSA. This will be through monitoring, evaluating, reporting, influencing,

initiating and determining (within limits of delegated authority) activities and programs designed to meet SLSA objectives.

- c) The SSC shall have power to activate matters falling within its orbit of operations provided that specific referrals by the Board are the subject of recommendations to the Board for endorsement or otherwise.
- d) Subject to clause 38 of the SLSA Constitution the SSC may formulate and monitor sub-committees to achieve the purposes of the SSC and SLSA.

## 2.6.2 Responsibilities

The SSC shall:

- a) Be responsible for the development and implementation of sport plans aligned with the SLSA Strategic Plan.
- b) Contribute to the development and review of, and reporting against the SLSA Strategic Plan, particularly in those matters pertaining to sport.
- c) Manage all nationally significant Sport events through appointed event project teams.
- d) Encourage members, groups and teams to realise their potential and athletic abilities.
- e) Appoint relevant sub committees, working groups and advisors to assist the SSC to fulfill its obligations.
- f) Attend to matters referred by the Board or other committees.
- g) Review (continually) sport performance.
- h) Make recommendations on matters effecting sport that are discussed in other SLSA forums.
- i) Make recommendations on International Life Saving Federation sport topics and sport policy issues.

## 2.6.3 Composition

- a) The SSC shall comprise:
  - (i) The Director of Sport (who shall act as chairperson of the SSC); and,
  - (ii) the Chief Executive Officer or his nominee; and,

- (iii) Six (6) additional appropriately qualified persons, who have experience in one or all of the areas of business, sports marketing, management and sports operations, recommended by the Director of Sport, and appointed by the Board for two (2) year terms.

**Note:**

The composition of the SSC should reflect where possible the gender balance of SLSA membership.

- b) Subject to Board approval, the SSC shall have the authority to co-opt the services of other persons including chairpersons of other Standing Committees or sub-committees, or advisors, to provide advice and/ or assistance on specific matters from time to time.
- c) Visitors and/or observers may attend meetings by prior agreement of the Chair.
- d) In the absence of the SSC chairperson, the SSC shall appoint one of its members to act during such absence.

#### **2.6.4 Meetings**

SSC meetings shall be held:

- a) at least two (2) times per year; or
- b) as directed by the Board.

#### **2.6.5 Quorum**

The quorum for any SSC meeting shall be the chairperson plus at least three (3) additional members entitled to vote.

#### **2.6.6 Voting**

All listed members as provided in Regulation 2.6.3(a), excluding the chairperson and SLSA staff, shall be entitled to one (1) vote only on any resolution at all meetings of the SSC at which they are present in person or by alternate. The chairperson shall have a casting vote where voting is equal.

#### **2.6.7 Minutes**

- a) The Chief Executive Officer or his nominee shall cause full and accurate minutes of SSC meetings to be recorded.

- b) The minutes of the SSC meeting shall be promptly distributed to members of the SSC, the Board, other relevant committees, advisors and members as determined by the Chief Executive Officer.

## **Regulation 2.7          Development Standing Committee (DSC)**

The Development Standing Committee (DSC) is authorised under clause 38 of the SLSA Constitution. Its composition shall be endorsed annually by the Board. The DSC's duties and functions shall be as follows.

### **2.7.1    Terms of Reference**

- a) The DSC reports via the Director of Development to the Board via the Chief Executive Officer or his nominee.
- b) The DSC shall provide for the programming to assist with the quality management of clubs, history, recognition, leadership, diversity, organisational development, and youth and junior development of SLSA. This will be through monitoring, evaluating, reporting, influencing, initiating and determining (within limits of delegated authority) activities designed to meet SLSA developmental objectives.
- c) The DSC shall have power to activate matters falling within its delegated responsibilities and items allocated by the Board for recommendation.
- d) Subject to clause 38 of the SLSA Constitution the DSC may formulate and monitor sub-committees to achieve the purposes of the DSC and SLSA.

### **2.7.2    Responsibilities**

The DSC shall:

- a) Contribute to the development and review of the SLSA Strategic Plan.
- b) Be responsible for the development and implementation of development plans aligned with the SLSA strategic plan.
- c) Review, develop, conduct and maintain developmental programs for SLSA.
- d) Review, develop and maintain resources for SLSA.
- e) Review, develop and report research relating to Development areas of SLSA.
- f) Encourage members, groups and teams to realise their potential.

- g) Appoint relevant committees to assist the DSC to fulfil its obligations.
- h) Attend to matters referred by the Board and other committees.
- i) Review development performance continually.

### 2.7.3 Composition

- a) The DSC shall comprise:
  - (i) the Director of Development (who shall act as chairperson of the DSC); and,
  - (ii) the Chief Executive Officer or his nominee; and,
  - (iii) Seven (7) Board appointed members recommended by the Director of Development in consultation with states based on skills and responsibilities, and appointed by the Board. These members shall be appointed for two (2) year terms, with three members being elected on the same cycle as the Director of Development and the other four members in the alternate years.

**Note:** The composition of the DSC should reflect the diversity of our membership.

- b) Subject to Board approval, the DSC shall have the authority to co-opt the services of other persons including chairpersons of other Standing Committees or sub-committees, or advisors, to provide advice and/ or assistance on specific matters from time to time.
- c) Visitors and/or observers may attend meetings by prior agreement of Chair.
- d) In the event of the absence of the Director of Development (Chairperson), the Director shall appoint one of its members to act during such absence.

### 2.7.4 Meetings

DSC meetings shall be held:

- a) at least two (2) times per year; or
- b) as directed by the Board.

### 2.7.5 Quorum

The quorum for any DSC meeting shall be at least five (5) members entitled to vote.

### 2.7.6 Voting

All listed members as provided for in Regulation 2.7.3(a), excluding the chairperson and SLSA staff, shall be entitled to one (1) vote only on any resolution at all meetings of the DSC at which they are present in person or by alternate. The chairperson will have a casting vote where voting is equal.

### 2.7.7 Minutes

- a) The Chief Executive Officer or his nominee shall cause full and accurate minutes of DSC meetings to be recorded.
- b) The minutes of the DSC meeting shall be promptly distributed to members of the DSC, the Board relevant committees, advisors and members as determined by the Chief Executive Officer.

# SECTION 3

## COMMITTEES AND ADVISORS

### Regulation 3.1 Authorisation

Under clause 38 of the SLSA Constitution the Board may by instrument in writing create or establish or appoint from among its own members, or from Individual Members, or from other selected personnel as occasion may require, special committees or individual advisors and consultants to carry out such duties and functions and with such powers as the Board determines.

By this Regulation the Board has delegated authority to make appointments under clause 38 of the SLSA Constitution to the EMG and the Standing Committees. Appointments therefore will be determined by the EMG and the Standing Committees (LSC, SSC and DSC). Any appointment made under this Regulation must have appropriate terms of delegation and reference, and appointments made must be appropriately qualified. Any appointment may be reviewed and overturned by the Board.

All nominations for appointment to a committee or advisor position must provide a written resume of experience relevant to the position being nominated for, plus a description of their future goals and objectives. The resume is to accompany the formal nomination which must be forwarded to SLSA on the prescribed form, with relevant State endorsement, no later than three (3) weeks prior to the date of the meeting which will determine the nomination. Failure to provide a written resume will result in non-acceptance of the nomination. The requirement to re-submit a resume does not apply to existing office holders who are re-nominating for the same position.

### Regulation 3.2 Governance Committees

The following governance committees are appointed and authorised under clause 38 of the SLSA Constitution. These committees carry out duties and functions determined by the Board and when necessary may co-opt the services of other personnel to assist in their functions.

#### 3.2.1 Finance, Audit and Compliance Committee

The Finance, Audit and Compliance Committee (FACC) shall:

- a) Comprise two (2) Directors of SLSA one of whom shall be appointed chairperson, together with the Chief Executive Officer (or nominated delegate) and up to an additional two committee members who may or may not have a surf lifesaving background, such additional committee members to be selected for their expertise in finance, governance or risk management. All committee members shall be confirmed by the Board.

- b) Be assisted and advised by the external auditors and SLSA Finance Manager who shall act as secretary.
- c) Have the primary function to assist the Board in its oversight of:
  - i. The reliability and integrity of accounting policies and financial reporting and disclosure practices
  - ii. The provision of advice to the Board on matters of financial strategy, financial statements, financial systems integrity and business risks to enable the Board to fulfill its fiduciary and stewardship obligations
- d) The establishment and maintenance of processes to ensure there is:
  - i. compliance with all applicable laws, regulations and SLSA policies
  - ii. an adequate system of internal control, management of business risks and safeguard of assets
- e) Meet as required, or directed by the Board or CEO.

### **3.2.2 Appointments and Remuneration Committee**

The Appointments and Remuneration Committee (ARC) shall:

- a) Comprise the President and the Chairperson of the Finance Audit and Compliance Committee.
- b) Have the primary responsibilities of:
  - i. Recommending the appointment of the Chief Executive Officer to the Board.
  - ii. Reviewing and reporting to the Board on the proposed remuneration strategy and package for the Chief Executive Officer.
  - iii. Reviewing the Chief Executive Officer's recommendations for proposed remuneration arrangements for SLSA staff.
  - iv. Ensuring adequate human resource levels within SLSA.
- c) Meet as required.



# SECTION 4

## RULES AND PROCEDURES

### Regulation 4.1 Authority of Rules and Procedures

The formulation of Regulations relative to the rules and procedures of SLSA are authorised under clause 39 of the SLSA Constitution.

### Regulation 4.2 Carnivals and Competitions

Subject always to the SLSA Constitution in relation to carnivals and competitions the following shall apply:

- a) Rules for the conduct, control and management of carnivals and competitions may be made, altered and repealed by the Sport Standing Committee unless otherwise determined by the Board.
- b) Rules for the adjudication of protests and disputes relating to carnivals and competitions may be made, altered and repealed by the Sport Standing Committee unless otherwise determined by the Board.
- c) Rules provided for in (a) and (b) are documented in the current edition of the SLSA Competition Manual and Bulletins issued from time to time.
- d) When rules are made, altered or repealed each State Centre, Branch, and Affiliated Club shall be informed .

### Regulation 4.3 Competitive Rights, Obligations and Qualifications

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

- a) Inherent in membership of SLSA, but subject always to gaining the appropriate qualification as prescribed by SLSA and complying with the competition rules issued by SLSA, is the right to enter and participate in events, contests, carnivals and competitions conducted by SLSA.

- b) Members are obliged to ensure they obtain and maintain the appropriate qualifications, including but not limited to awards, age limits, patrols, proficiency tests, equipment and limiting disabilities, to enable them to enter and participate in events, contests, carnivals and competitors conducted by SLSA.
- c) Members acknowledge and agree that if they participate in, and/or use any SLSA equipment in, any event, contest, carnival and competition, which has not been licensed, sanctioned or otherwise authorised by SLSA they may attract disciplinary action under the Regulations which may result in forfeiture of their competitive rights set out in Regulation 4.3(a) above.

#### **Regulation 4.4            Trophies, Prizes and Eligibility**

In relation to trophies, prizes whether cash or kind and the eligibility of Individual Member/s representing a section of SLSA to compete for or accept such trophies or prizes the following shall apply:

- a) SLSA reserves to itself the authority to determine from time to time, conditions relative to the acceptability of trophies or prizes, reimbursement of accommodation, travel and other expenses, and eligibility to compete for trophies or prizes.
- b) SLSA is the authority to approve competitions involving "cash prizes" and therefore any Affiliated Club or other section of SLSA, wishing to allocate any "cash prizes" for competition events shall seek the approval of their respective Branch, State Centre or in the case of events involving international or interstate competitors, SLSA. "Cash prizes" shall not be awarded by entities for any event at a SLSA championship carnival. (ie Branch, State and Australian Championships).
- c) Notwithstanding the foregoing, sponsors should be strongly encouraged to provide items of lifesaving gear and/or equipment as prizes rather than cash, but where cash prizes are presented they shall be portrayed as coming direct from the sponsor (s). Cash prizes shall be distributed utilizing club banking account

#### **Regulation 4.5            Life Membership**

Individual Members of SLSA may be recommended for appointment to Life Membership. Under clause 13(a)(iii) of the SLSA Constitution Life Members have the right to be present and to debate at General Meetings, but do not have voting rights. To be considered for Life Membership of SLSA, Members must have rendered distinguished voluntary service to SLSA over a period of at least twenty (20) years with the following conditions being applied:

- a) For service to be considered as distinguished it must be both a sustained and conspicuous contribution.
- b) Candidates shall be nominated in writing on the appropriate form by the President or by two (2) Individual Members of SLSA.
- c) Nominations after being confirmed by the Club and/or Branch are to be forwarded to the relevant State Centre.
- d) State Centres shall confirm the details provided. The relevant Appointed Director shall then submit the nomination to SLSA for consideration and if appropriate recommendation.
- e) SLSA Life Membership applications will be considered with other SLSA honours (i.e. President's Medal, Sustained Service Certificate) according to the published SLSA Awards criteria and process.
- f) Any Individual Member appointed to Life Membership of SLSA shall be recorded in the minutes of the relevant Board meeting. Formal acknowledgement of recipients of Life Membership of SLSA shall be forwarded by the President.
- g) SLSA Directors are to be the only persons present for discussion and resolution of Life Membership nominees.
- h) Nominations for SLSA Life Membership that are not successful may be re-nominated for consideration after two years.

# SECTION 5

## DISCIPLINE AND JUDICIAL

### Regulation 5.1      Judiciary Matters

Judiciary Regulations are authorised under clauses 16, 18 and 39 of the SLSA Constitution.

#### 5.1.1 Breach

Where a Member has allegedly:

- i) Breached, failed, refused or neglected to comply with the membership directives or any resolution or determination of the Board, a State Centre, a Branch, Club or any duly authorised SLSA committee; or
- ii) Acted in a manner unbecoming of a Member or prejudicial to the Objects and interests of SLSA and/or surf lifesaving; or
- iii) Brought themselves, SLSA, any State Centre, Branch or Club or surf lifesaving into disrepute; or
- iv) Competed or in any way participated in a lifesaving competition and/or used SLSA equipment contrary to **Regulation 4.3(c)** or has failed to obtain the permission of SLSA to so compete or participate in that competition or use that SLSA equipment;

the Board, a State Centre, a Branch or a Club may commence or cause to be commenced investigatory and/or disciplinary proceedings ("proceedings") against that Member, and that Member will be subject to and submits unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms set out in these Regulations; providing that, the Board, State Centre, Branch or Club may commence proceedings, or investigate conduct which may warrant the commencement of proceedings by referring the matter to a Judiciary Committee.

#### 5.1.2 Judiciary Committee

Judiciary Committees shall be convened and function as follows:

##### Convening of Committee

Each SLS entity (State Centre, Branch and/or Club) shall annually or as required appoint a Judiciary Committee to investigate and/or determine matters referred to it. The Board may also convene a Judiciary Committee on such terms and for such purpose(s) as is required. A member

of each committee shall act as committee secretary and keep records of all investigations and decisions of that committee.

## **Jurisdiction**

The jurisdiction of a Judiciary Committee shall be as follows:

- i) Where a Judiciary Committee has been convened by the Board, that Judiciary Committee shall have unlimited jurisdiction in all matters referred to it throughout Australia including but not limited to referrals between State Centres or between Members from different State Centres or between a State Centre and a Member from a different State Centre, or where a Judiciary Committee convened by another SLS entity within SLSA fails to take satisfactory action or impose a satisfactory result, or where another SLS entity within SLSA fails to take action at all and convene a Judiciary Committee where the Board considers such a Committee should have been convened.
- ii) Where within the boundaries of a Club, the alleged offender shall be dealt with by his/her Club Judiciary Committee.
- iii) Where within the boundaries of a Branch, the alleged offender shall be dealt with by his/her its Branch Judiciary Committee.
- iv) Where otherwise within the boundaries of his/her State Centre, the alleged offender shall be dealt with by the State Centre Judiciary Committee.
- v) Where the matter, in the opinion of SLSA, is better dealt with by the criminal justice system it will not be considered however SLSA may reserve its rights.

## **Referrals**

- a) Every referral to a Judiciary Committee shall be clear and unambiguous and shall clearly set out the matter(s) required to be investigated or determined by the Judiciary Committee.
- b) Upon a referral to a Judiciary Committee the committee secretary shall, as soon as practicable, appoint a time and place suitable to the Judiciary Committee for the proceedings and may appoint an investigator to inquire into the referral.
- c) A Judiciary Committee shall process any referral to it within such time as the Board, State Centre, Branch or Club directs, provided always that a concerned person may apply for an adjournment by application in writing to the committee secretary. Such application must be received at least two (2) days prior to commencement of proceedings.
- d) A Judiciary Committee shall have power to require the attendance of any member at any proceedings before it. Notice shall be given in accordance with these Regulations.

- e) The referring authority shall decide the quorum for a Judiciary Committee.
- f) Should an investigator have been appointed, the chairperson of the Judiciary Committee should in conjunction with the investigator determine if the matter should proceed.

### 5.1.3 Procedure

Proceedings commenced under these Regulations shall be conducted as follows:

#### Request to Appear

- (a) Upon receipt of a referral, the Judiciary Committee shall request the party or parties concerned in the referral to appear before them. Such request shall be in writing either delivered personally or in appropriate cases by post or facsimile to the appropriate address (mail or electronic) or facsimile number of the party or parties concerned. A notice given by post shall be deemed to have been given on the second day following that on which it shall be posted. A notice given by facsimile shall be deemed to be given upon receipt of a confirmation report confirming the facsimile was received at the facsimile number to which it was sent. A notice given by email shall be deemed to be given unless an email is received in reply stating email not successfully transmitted.

#### Notice

- (b) Proceedings shall take place as soon as practicable. All parties concerned shall be given at least seven (7) days notice of the proceedings by the Judiciary Committee. The notice shall:
  - i) Be in writing;
  - ii) State that the party or parties concerned are required to appear and in what capacity;
  - iii) State the nature of the proceedings and the matters or alleged offence(s), the subject of investigation or determination, the possible penalty or penalties and the date, place and time of the hearing;
  - iv) Be delivered in accordance with **Regulation 5.1.3(a)** above.

#### Appearance

- (c) Persons appearing before the Judiciary Committee shall be entitled to call witnesses, but must state their case in person unless the Judiciary Committee has permitted representation through an advocate. They and their witnesses shall be given a full opportunity to be heard. In their absence, or in the absence of their witnesses, a decision may be made by default. Before making a decision in default of appearance, the Judiciary Committee must satisfy itself that the party concerned was aware of the time, date and place of hearing and had been requested to appear in accordance with **Regulations 5.1.3(a) and 5.1.3(b)** above.

## Procedure at Proceedings

- i) Judiciary proceedings shall be conducted as follows.
- ii) The Judiciary Committee chairperson shall announce the opening of the proceedings, stating the Judiciary Committee's authority, jurisdiction, composition and the nature and purpose(s) of the proceedings.
- iii) The procedure to be followed at proceedings shall be clearly explained by the Judiciary Committee Chairperson. The Judiciary Committee chairperson shall state who is entitled to be present throughout proceedings during evidence and submissions.
- iv) The matter(s) the subject of proceedings shall then be read to the person(s) concerned. The body or person reporting the matter(s) and the subjects of the proceeding shall be given the opportunity to report the circumstances of those matter(s). The person(s) concerned will be given the opportunity to respond to this report and present evidence/submissions as to their view of the circumstances of those matter(s). Any witnesses called by either the reporting body or the person(s) concerned will be given the opportunity to give evidence or make submissions. Witnesses may be questioned on their evidence. Evidence and/or submissions may be tendered in writing.
- v) The Judiciary Committee will consider the evidence presented. The Judiciary Committee may adjourn the hearing if considered necessary. No other person shall be present or partake in any discussion with the Judiciary Committee at this time. If the Judiciary Committee finds an offence has not been committed or not proved it will advise the referring authority and dismiss the charge, accordingly.
- vi) If the Judiciary Committee finds an offence has been committed or proved, it may impose, in its discretion, an appropriate penalty or penalties, or it may report its findings to the referring authority with such recommendations, as it considers appropriate. The Judiciary Committee chairperson will declare the proceedings closed.
- vii) If a decision cannot be given immediately after proceedings, the relevant party or parties must be advised of the time and place at which the decision will be given. The decision, any penalty, the reasons for the decision and notice of the person's appeal rights shall be given in writing and signed by the Judiciary Committee chairperson. A referring authority must advise persons found guilty of an offence under these Regulations of their rights of appeal.
- viii) Every decision of a Judiciary Committee appointed by the Board, a State Centre, a Branch or a Club under these Regulations shall be conveyed in writing to the parties concerned, and where an Individual Member, to that Individual Member's Club, Branch (where relevant) and State Centre. It shall be incumbent on such Club to give effect to the decision immediately and to notify the referring authority that such has been done. The referring authority may deal with an Affiliated Club failing to give immediate effect to such decision at that authority's discretion.

#### 5.1.4 Penalties

- a) Penalties which may be imposed include:
  - i) A reprimand;
  - ii) Suspension of such activities, on such terms and for such period as the Judiciary Committee thinks fit;
  - iii) Exclusion from a particular activity, event or events;
  - iv) Expulsion;
  - v) Fines, imposed in such manner and in such amount as the Judiciary Committee thinks fit;
  - vi) Such combination of any of the above penalties as the Judiciary Committee thinks fit.
  - vii) Additional Service, requiring the Member to undertake an activity based penalty, imposed in such manner as the Judiciary Committee deems fit.
- (b) During proceedings the subject(s) of the proceedings may be suspended, on such terms and for such period as the relevant referring authority thinks fit, and shall remain under suspension unless the relevant referring authority decides otherwise.

#### 5.1.5 Reporting

- a) Unless the decision of a Judiciary Committee is unanimous, a separate report may be made to the referring authority by the minority. The decision of the majority however, shall be deemed to be the decision of the Judiciary Committee. Where voting is equal, the Judiciary Committee chairperson may exercise a casting vote.
- b) A decision of a Judiciary Committee cannot be altered by the referring authority.

#### 5.1.6 Effect of Penalty

- a) Where an Affiliated Club is suspended under these Regulations, its membership of, and representation rights and privileges in, SLSA shall be forfeited during the period of such suspension. Officers of SLSA who may be members of a suspended Affiliated Club shall not be affected by such suspension nor shall a suspension, absolve the Club from any beach patrol responsibilities.
- b) Where an Individual Member is suspended under these Regulations, all rights and privileges of that Member shall be forfeited, either partially or completely, during the period of suspension. In the case of complete suspension, a member shall also forfeit all Affiliated Club rights during the currency of the suspension. Partial suspension shall prevent a Member's participation in inter-Club, Branch, State Centre or SLSA activities, but shall not interfere with his rights as a member of an Affiliated Club or his beach patrol responsibilities.
- c) Where an Affiliated Club or Individual Member is expelled under these Regulations, its or his membership of, and representation rights and privileges in, SLSA shall be forfeited



immediately and membership shall cease. No monies will be refunded to expelled or suspended Members. The provisions of clauses 17 and 18 of the SLSA Constitution shall apply.

## Regulation 5.2 Appeals

- a) SLSA shall appoint or recognise a panel of persons ("SLS Appeals Panel") from whom SLS Appeals Tribunals shall be appointed as required. The SLS Appeals Panel shall comprise persons appointed by SLSA and/or each State Centre.
- b) A Member who or which has received a penalty or an adverse finding from a Judiciary Committee under **Regulation 5.1** or a Carnival Disciplinary Committee under **Regulation 5.3** may, within 14 days from the date of receiving the determination in writing, appeal to the SLS Appeals Tribunal. For the avoidance of doubt there is only one appeal from a Judiciary Committee regardless of whether that Judiciary Committee was appointed by the Board or by a Club, Branch or State Centre.
- c) Appeals under this clause will be determined in accordance with this Regulation.
- d) An appeal must be lodged in writing with the relevant State Centre. The appeal must set out the:
  - i) ground(s) on which the appeal is made; and
  - ii) reasons or circumstances supporting the alleged ground(s) of appeal; and
  - iii) must be accompanied by a non refundable appeal fee of \$500.
- e) In these Regulations the "relevant body" and "relevant State Centre" are those in which the appellant (whether Individual Member or Club or Branch or State Centre) is located.
- f) Nothing in this Regulation prevents the withdrawal of an appeal at any time in writing to the relevant State Centre. If the appellant seeks to withdraw an appeal after an appeal hearing has commenced the appeal may only be withdrawn with the consent of the relevant appeal panel chairperson. Once an appeal is withdrawn a new appeal in respect of the same matter cannot be lodged.
- g) On receipt of an appeal in accordance with this Regulation, the relevant State Centre must as soon as practicable convene an SLS Appeals Tribunal and forward the appeal documents to the nominated chairperson of the convened Tribunal.
- h) An SLS Appeals Tribunal shall be constituted by up to three persons (but a minimum of two) available to hear the appeal from members of the SLS Appeals Panel, which must include the following:
  - i) up to two persons with a thorough knowledge of surf lifesaving; and

- ii) a barrister or solicitor who will chair the Appeals Tribunal.

No member of the SLS Appeals Tribunal may be a party to or directly interested in the matter under consideration.

- i) The SLS Appeals Tribunal has complete jurisdiction and discretion to re hear the matter in its entirety.
- j) The chairperson of an appointed SLS Appeals Tribunal shall, as soon as practical after receiving the appeal documents under **Regulation 5.2(g)**, investigate and consider the matter and determine whether the:
  - i) appeal should be dismissed, because in its determination, the matter is trifling in nature or has no merit; or
  - ii) appeal warrants further review and determination in accordance with these Regulations.
- k) If the SLS Appeals Tribunal determines the matter warrants further review under **Regulation 5.2(j)(ii)**, it shall as soon as practicable, having regard to timing, serve a notice in writing on all relevant parties:
  - i) stating that the parties may address the SLS Appeal Tribunal at a hearing to be held as soon as practicable, being not earlier than 4 days from the date of the notice;
  - ii) stating the date, place and time of that hearing; and
  - iii) informing the parties that they may do any one or more of the following:
    1. attend that meeting (either personally or by their representative who subject to **Regulation 5.2(m)** may not be legally trained or qualified) and bring such witnesses as they wish to rely upon in respect of the matter the subject of appeal; and/or
    2. give the SLS Appeal Tribunal, no later than 24 hours before the time of that meeting, a further written statement setting out relevant information surrounding the appeal.
- l) The SLS Appeal Tribunal may conduct a hearing convened in accordance with **Regulation 5.2(k)** (or any adjournment) in such manner as it sees fit, but shall:
  - i) give to all relevant parties and their witnesses every opportunity to be heard;
  - ii) give due consideration to any written statements received from any relevant party;
  - iii) allow relevant parties to be present along with their adult representative; and may request or require such parties or other witness to attend the hearing or provide such evidence as is available to enable the SLS Appeals Tribunal to properly consider the matter.
- m) Persons appearing before the SLS Appeals Tribunal are not entitled as of right to:

- i) Legal representation before the SLS Appeals Tribunal. Subject to paragraph (ii) below the Appeal Tribunal may grant a right to legal representation to a party where that party has made written application to the SLS Appeals Tribunal for such representation. Such application must be received by the chairperson of the SLS Appeals Tribunal within 7 days from the date of the notice served under **Regulation 5.2(k)**.
- ii) Legal representation will only be permitted by the SLS Appeals Tribunal where the party seeking legal representation can demonstrate to the SLS Appeals Tribunal that the matter is serious, complex or the consequences for that party proceeding without legal representation are significant from a livelihood or business perspective. The onus is on the party seeking legal representation to prove that such representation should be permitted.
- iii) The SLS Appeals Tribunal may refuse or grant such application in its absolute discretion. The SLS Appeals Tribunal's decision in respect to legal representation is final and there is no appeal from such decision.
- n) Following consideration of all information which the SLS Appeals Tribunal considers relevant and which is available, the SLS Appeals Tribunal shall arrive at a finding. The SLS Appeals Tribunal can impose new penalties or vary an existing penalty. A decision of the SLS Appeals Tribunal may be by a majority decision. A decision of the SLS Appeals Tribunal is final.
- o) The SLS Appeals Tribunal shall notify all relevant parties, including SLSA and the relevant State Centre of its decision as soon as practicable.
- p) An SLS Appeals Tribunal has no power to award costs. That is, each party will be responsible for their own costs of the appeal.

## **Regulation 5.3            Competition Discipline**

### **5.3.1 Surf Sports Manual**

The SLSA Surf Sports Manual and in particular but not only clause 14.5 of the Surf Sports Manual applies in respect to SLS carnival and competition discipline.

### 5.3.2 Appeals

For the purposes of clauses 14.5.1(c) and (d) of the SLSA Surf Sports Manual the appeal body for any appeal against a penalty imposed by a Competition Disciplinary Committee shall be the SLS Appeals Tribunal and Regulation 5.2 shall apply to such appeal.

#### Regulation 5.4                      Revocation of SLSA Service and Recognition Awards

1. The Board may, by special resolution, revoke a previously issued award of recognition, including, but not limited to, SLSA Life Membership, in circumstances where a Member who has been issued an award of recognition has:
  - a. Been convicted of a serious criminal offence
  - b. Committed a serious breach and/or repeated breaches of a SLSA policy or policies
  - c. Committed a serious breach and/or repeated breaches of SLSA codes of conduct
  - d. Brought surf life saving and/or SLSA into disrepute
  - e. Rejected and/or returned a previously issued award
2. Prior to giving consideration to the revocation of an award, the member shall be invited to make a written submission to the Board as to why the award should not be revoked.
3. The Board's decision to revoke an award shall be final.

# SECTION 6

## MEMBERSHIP DIRECTIVES

Clause 3(a) of the SLSA Constitution defines a "Member" as "a member for the time being under clause 13." It also defines an "Individual Member" as "a member of an Affiliated Club and can only include junior (*"Nipper"*) members; cadet members; active members; reserve active members; general members; long service members; award members; past active members; associate members; honorary members; and life members of that club, all of which are defined in the Regulations." Clause 13(a) of the SLSA Constitution provides:

- "(a) The Members of SLSA shall consist of:*
- (a) the State Centres, which subject to this Constitution, shall be represented by their Appointed Directors who shall have the right to be present, debate and vote at General Meetings;*
  - (b) Affiliated Clubs, which shall be represented by an individual nominated from time to time in writing by the club to the relevant State Centre. The nominee shall have the right to be present and to debate on behalf of the Affiliated Club at General Meetings, but shall have no voting rights;*
  - (c) Life Members, who shall have the right to be present and to debate at General Meetings, but shall have no voting rights;*
  - (d) all Individual Members of Affiliated Clubs, who shall have the right to be present at General Meetings, but shall have no voting or debating rights;*
  - (e) such new categories of Members as may be created under **clause 13(b)** of the SLSA constitution."*

Clause 16 of the SLSA Constitution sets out the effects of membership.

### Regulation 6.1 Authority of Membership Directives

- a) Membership directives are authorised under clause 39 of the SLSA Constitution.
- b) Membership directives include but are not limited to the Constitution, Regulations, Manuals, Policies and Bulletins. SLSA may create and publish such Membership directives as it considers necessary and desirable for the promotion of its Objects. All Manuals, Bulletins and Policies shall be deemed to be part of these Regulations.
- c) Under clause 16 of the SLSA Constitution, Members acknowledge and agree that the SLSA Constitution constitutes a contract between each of them and SLSA and that they are bound by the SLSA Constitution and these Regulations

- d) When a person becomes a member of an Affiliated Club they become an Individual Member of that Club, the relevant Branch (if applicable), the relevant State Centre and of SLSA. They agree to be bound by the constitution of each of these surf lifesaving entities.
- e) If there is any conflict or inconsistency between the constitutions of an Affiliated Club, a Branch, a State Centre or of SLSA, the Membership directives of the higher surf lifesaving entity will prevail to the extent of the conflict or inconsistency. For the avoidance of doubt, the Constitution of SLSA prevails over the constitutions of a State Centre and/or a Branch and/or an Affiliated Club. The constitution of a State Centre prevails over the constitution of a Branch and/or Affiliated Club.
- f) Every person, body or group of persons shall, by and upon:
- organising an SLSA competition or taking part therein; and/or,
  - entering an SLSA competition; and/or,
  - accepting any official position in SLSA; and/or,
  - lodging any appeal to the SLS Appeals Tribunal set under these Regulations; and/or,
  - applying for affiliation or association with SLSA; and/or,
  - being a member of any club affiliated or associated with SLSA;

be deemed to have and recognise that they have:

- (i) made themselves acquainted with the SLSA Constitution, the Regulations and any other SLSA Membership directives;
- (ii) submitted themselves without reserve to the consequences resulting from SLSA Membership directives, and
- (ii) acknowledged that SLSA Membership directives are:
- made in the best interests of surf lifesaving in Australia;
  - necessary and reasonable for the purpose of protecting and promoting Surf lifesaving in Australia;
  - necessary and reasonable for the purpose of establishing water and safety regulations and standards and guidelines; and
  - made in the public interest.

- g) Every person, body or group of persons acknowledges and agrees that this clause may be pleaded as an absolute bar to proceedings, suit or action against SLSA, and agrees that they will not become a party to any suit, at law or equity, against SLSA, its officials or any other person subject to the SLSA Constitution and these Regulations, until all remedies allowed by the SLSA Constitution and these Regulations have been exhausted, save with the written consent of SLSA.

## **Regulation 6.2            Affiliated Club Colours and Badges**

- a) Each new Affiliated Club shall apply to the relevant State Centre to register its proposed colours and badge and competition cap design, which shall be subject to the endorsement of the State Centre and the approval of the Board.
- b) Existing Affiliated Clubs' colours and badges shall not be altered without re-endorsement of the State Centre and the approval of the Board.
- c) Initial registration of colours and badges is subject to payment of a fee, as is each additional registration. No registration fee shall be payable with annual club affiliation, unless a change of registration is desired. The registration fee shall be as determined from time to time by the Board.
- d) The Board from time to time shall appoint a Cap Registrar who shall be responsible for the administration of this regulation who shall maintain a competition Cap Register.
- e) Every three (3) years the Cap Registrar shall update the Cap Register.

## **Regulation 6.3            Membership Categories**

The philosophy of SLSA is to establish and recruit persons to become Members for participation in surf lifesaving activities. Each Affiliated Club should provide for the following types of membership and the following minimum qualifications shall be adhered to:

### **6.3.1    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 Affiliated Club committee.

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

### **6.3.2 Junior Activities Membership ("Nipper")**

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

### **6.3.3 Cadet Membership**

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.

### **6.3.4 Active Membership**

An Active Member shall:

- a) Be a Bronze Medallion holder.
- b) Fulfil patrol and Club obligations, as provided by SLSA and the Member's Club constitution.
- c) Qualify in an annual proficiency test unless the Member has obtained their Bronze Medallion in that season.

### **6.3.5 Reserve Active Membership**

- a) 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.
- b) 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.



- c) 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.

#### **6.3.6 General Membership**

- a) General Membership may be granted by a Club to persons who may or may not hold an SLSA award.
- b) 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.
- c) General Members shall have privileges as determined by the respective State Centre.

#### **6.3.7 Long Service Membership**

- a) 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.
- b) Such Members may be exempted from all patrol obligations and may be granted other special privileges of Membership as provided in their Club constitutions.
- c) 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.

#### **6.3.8 Award Membership**

- a) 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).
- b) Such Members may be called upon to perform patrol and/or other club obligations within the ability of their qualifications.
- c) An Affiliated Club may grant an Award Member voting rights to that Affiliated Club if they are undertaking lifesaving patrol duties.

### 6.3.9 Associate Membership

- a) Associate Membership may be granted by a Club to persons who may or may not hold an SLSA award.
- b) 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.
- c) Associate Members shall have a joining and/or annual membership fee substantially greater than fees for other categories of membership.

### 6.3.10 Honorary Membership

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

### 6.3.11 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 and is relevant to that Club only.

**Note:** SLSA Life Membership is governed by **Regulation 4.5**.

### 6.3.12 Past Active Membership

- a) Past Active Membership may be granted by an Affiliated Club to persons who have held an SLSA Bronze Medallion and been an active patrol member for a minimum of three (3) years.
- b) Past Active Members may have Club voting rights at the discretion of the Affiliated Club.

## Regulation 6.4 Voting Rights

Membership voting rights of members of Affiliated Clubs shall be limited to Active, Reserve Active, Long Service and Life Members (or as provided for within these Regulations) who are financial members of those Affiliated Clubs.

## **Regulation 6.5            Dual Membership**

In relation to dual or multi-Affiliated Club membership the following shall apply:

- a) Any Individual Member of a Club may be admitted as an Individual Member of another Club or Clubs, providing such member has a "clearance" as provided for in SLSA's Clearances Policy.
- b) Any competing Individual Member shall not participate in any inter-Affiliated Club competition as a representative of more than one Club during any one competition season unless and until their "competitive rights" have been transferred as provided for in SLSA's "Competitive Rights Transfer" Policy.
- c) Any competing Individual Member who is an Individual Member of more than one Club shall be entitled to compete in intra-Club events of all such Clubs.

## **Regulation 6.6            Restriction on Membership**

In relation to membership restriction the following shall apply:

- a) An non-financial, suspended, excluded or expelled Individual Member of a Club shall not knowingly apply to join another Club nor shall a Club knowingly admit, accept or retain in membership any past or present Member of any other Club who is indebted to in any way, or is currently suspended or expelled from any Club.
- b) A Club shall immediately provide the relevant State Centre the names and addresses of Individual Members who have had their membership cancelled or suspended and such information, including the period of suspension/cancellation of membership shall be set out in a register provided for that purpose.
- c) Should an Individual Member of more than one Affiliated Club be suspended or expelled by any Club they shall not be allowed to compete in competition for any other Affiliated Club of which they are an Individual Member or in any other Affiliated Club competition or in any other SLSA competition, while under suspension or expulsion.
- d) Any dispute/s shall be referred to the relevant State Centre.
- e) Subject to the SLSA Constitution non-financial, suspended, excluded or expelled Member shall hold no membership rights.

## Regulation 6.7

## Patrol Obligation Policy

Members, Clubs and SLSA recognise the obligation of all appropriately qualified and proficient Members to perform patrol duties and/or other duties within the SLSA structure. SLSA may develop and implement policies from time to time that provide patrol exemption for some Members.

# SECTION 7

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## STATE CENTRES AND BRANCHES

### Regulation 7.1 Authority of State Centres

State Centres are authorised by clauses 11 and 12 of the SLSA Constitution. A State Centre may formulate Branches to assist in administering lifesaving in that State Centre. Other than Branches and Affiliated Clubs there can be no other level of formal incorporated surf lifesaving entity within a State without the written approval of both SLSA and the relevant State Centre.

State Centres and Branches will establish appropriate structures to deliver SLSA's Objects within their respective jurisdictions. State Centres must ensure they appoint appropriately qualified personnel to SLSA Standing Committees and other committees established by SLSA from time to time.

# ANNEXURE 1 – SLSA LOGO

Annexure 1.1

SLSA Logo



Annexure 1.2

Surf Life Saving Brand – Australian For Life

