



Club Bylaws



North Cottesloe Surf Life Saving Club

Approved 21 February 2024

BY-LAWS OF THE NORTH COTTESLOE SURF LIFE SAVING CLUB (INC)

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(I) **TABLE OF AMENDMENTS**

DATE	AFFECTED SECTION	APPROVING AUTHORITY AND DOCUMENT	SUMMARY OF AMENDMENT
19 July 2023	3.12	Board of Management Board Meeting Minutes—19 Jul 23	Changes to delegation of authority for expenditure of funds.
21 February 2024	6.2	Board of Management Board Meeting Minutes—21 Feb 24	<ol style="list-style-type: none"> 1. Changes to Life Membership eligibility criteria. 2. addition of Life Member Committee and Nomination Process. 3. Inclusion of Life Membership Nomination Form as Annex 1.

1. DEFINITIONS

“Active Member”	means a Member as defined in clause 6.2.
“Age Group Manager”	means the officers appointed by the Chair of Juniors responsible for Nippers in the Club, including, but not limited to, being responsible for organising the participation of Nippers in all inter-club and intra-club activities including Junior Surf Carnivals, liaising with Sections within the Club in respect of Nipper activities and being a point of contact for parents and prospective Nippers.
“Award”	means an award of SLSA which qualifies the award holder to perform some patrolling function such as radio operations, jet ski operations or first aid;
“Board of Management”	means the Board of Management of the Club as defined in the Constitution.
“By-Laws”	means these by-laws of the Club as amended from time to time by the Board of Management.
“Cadet”	means a Member who has attained the age of 13 years and is under 16 years of age prior to the commencement of the Season.
“Cadet Officer”	means the officer appointed by the Chair of Juniors and/or Club Captain for Cadets in the Club, including, but not limited to, being responsible for organising the participation of Cadets in all inter-Club and intra-Club activities including Junior Surf Carnivals, liaising with Sections within the Club in respect of Cadet activities and being a point of contact for parents and prospective Cadets.
“Club”	means the North Cottesloe Surf Life Saving Club (Inc.).
“Club Equipment”	means any equipment to be used for the purpose of a Section of the Club.
“Club Officer”	means an officer of the Board of Management pursuant to clause 3.
“Constitution”	means the constitution of the Club.
“Ex Patriate Member”	means a Member as defined in clause 6.9(a).
“Expenditure”	means expenditure on Club Equipment or other expenses of a Section.
“Family Member”	means a Member as defined in clause 6.5.
“IRB”	means inflatable rescue boat and includes outboard motors and the IRB radio.
“Junior”	means a Member who has attained the age of 17 years and is under 19 years of age prior to the commencement of the Season.
“Junior Officer”	is as defined in clause 3.4(a).
“Life Member”	means a Member as defined in clause 6.8.

“Life Membership Committee”	means that committee as appointed by the Board of Management and defined in clause 6.8.
“Long Service Member”	means a Member as defined in clause 6.7.
“malibu”	means racing malibu or racing surf board.
“Member”	means member of the Club.
“Member Services”	means the following services and/or activities: <ul style="list-style-type: none">(a) Patrols or Patrolling;(b) performing required cleaning and/or maintenance on any Club Equipment or any of the assets of the Club, including the premises of the Club (as recognised by the Chair of Lifesaving or Club Captain);(c) performing and/or providing surf lifesaving education for the Club or community (as recognised by the Chair of Lifesaving);(d) providing assistance to any of the Club Officers (as recognised by the relevant Club Officer).
“Nipper”	means a Member who has attained the age of 5 years and is under 13 years of age prior to the commencement of the Season.
“Nipper Patrol”	is any life saving service or activity that is for the benefit of activities concerning Nippers and/or Cadets;
“Patrol”	means any lifesaving service or activity which includes, but is not limited to, the following: <ul style="list-style-type: none">(a) patrolling the Club’s Patrol Area; assisting neighbouring surf lifesaving clubs (as recognised by the Chair of Lifesaving);(b) providing water safety or lifesaving assistance at competition (whether surf lifesaving or otherwise), Club, other surf lifesaving club or body, other sporting club or community events or activities (as recognised by the Chair of Lifesaving);(c) performing Nipper Patrols; and(d) assisting in any activities concerning Nipper and/or Cadets (as recognised by the Chair of Juniors).
“Patrol Area”	means the area of beach that the Club is obligated to patrol pursuant to the Patrol Contract.
“Patrol Captain”	means those Members appointed as Patrol Captains by the Chair of Lifesaving.
“Patrol Contract”	means the contract negotiated between SLSWA and the Club which specifies the terms by which the Club must patrol the beach and is to be put up in the patrol room.
“Patrol Equipment”	means any equipment or gear that is used for the purposes of patrolling the beach including, but not limited to, radios, binoculars, tower, flags,

		signs, rescue boards, rescue tubes, patrol shirts and shorts and oxygen equipment.
“Patrol Supervisor”		means those Members appointed as Patrol Supervisors by the Chair of Lifesaving.
“Prize”		means any money and/or goods won by a Member but does not include goods under the value of \$100.00, provided that the Board of Management may otherwise determine what falls within this category.
“Probationary Member”		means a Member as defined in clause 6.1.
“Season”		means the period of time referred to in clause 2.1.
“Section”		means the swim, ski, board, boat, beach sprint, running, march past, lifesaving competition, surf board riding or IRB racing section of the Club, or any other section of the Club created by order of the Board of Management and which competes in Surf Events.
“Section Captain”		means the Boat Captain, Board Captain, Beach Sprint Captain, Running Captain, Swim Captain, March Past Captain, Lifesaving Competition Captain, Surf Board Riding Captain, IRB Racing Captain or such other Section Captain created by order of the Board of Management.
“Senior”		means a Member who has attained the age of 19 years prior to the commencement of the Season.
“Ski”		means single surf ski or double surf ski.
“SLSWA”		means the Surf Life Saving Association of Western Australia.
“Special Events”		means those functions or events designated as such by the Board of Management and which may include the President’s Cocktail Party, the State Titles Party, the Club Sundowners, the Club Annual Dinner, SLSWA social events, the Surf Lifesaving Street Appeal and Country Carnivals.
“Surf Carnival”		means any official surf carnival sanctioned by SLSWA during a season.
“Surf Event”		means any competition or event: <ul style="list-style-type: none">(e) run by SLSA;(f) run by SLSWA;(g) run by any person, body or affiliated organisation whereby the competition or event consists of surf lifesaving events; or(h) determined to be a Surf Event by order of the Board of Management.
“Surf Sports Development Officer”		means the person appointed by the Board of Management in such position.
“Suspension”		means suspended from Club activities and use of the Club premises and facilities.
“Termination”		means a person is no longer a member of the Club.

2. SEASON, PATROLS AND FINANCIAL YEAR

2.1 The Club Patrol Season

Patrol duties shall be performed as laid down in the Lifesaving Service Agreement negotiated and agreed between the Club and SLSWA each Year or as determined by the Board of Management in its absolute discretion. The period during which the Club provides patrols will be the “Season”.

2.2 The Club Financial Year

The Financial Year of the Club shall be from the 1st day of July until the 30th day of June in each year.

3. DUTIES AND RESPONSIBILITIES OF CLUB OFFICERS

3.1 President

The President will:

- (a) preside at all annual, special and general meetings and Board of Management meetings;
- (b) maintain order within the Club;
- (c) ensure that the duties of other Club Officers are properly performed;
- (d) ensure that the discipline of the Club is enforced; and

3.2 delegate such powers to other members of the Board of Management or the Administration Manager or such other person as the President deems appropriate as required from time to time..Club Captain

3.3 The Club Captain:

- (a) will report to the Board of Management;
- (b) will act as a leader in the Club and an advocate for Members;
- (c) facilitate planning of an annual calendar for entire club;
- (d) will be responsible to review all member applications in all categories and make recommendation for approval to the Board of Management;
- (e) will facilitate Life Membership process, appointment of Life Membership Committee to ensure all Life Membership nominations have followed Life Membership By-Law;
- (f) will support Chair of Surf Sports to appoint Section Captains and coaches for approval by the Board of Management;
- (g) may be a member of team selection panels;
- (h) will have responsibilities at surf sports competitions as agreed with the Chair of Surf Sports; and

- (i) may, in conjunction with the Chair of Surf Sports, appoint any necessary team managers.

3.4 Treasurer

The Treasurer:

- (a) will report to the Board of Management;
- (b) will maintain the Club bank accounts or other accounts;
- (c) will prepare and manage the annual budget;
- (d) will liaise with and provide information to the auditor;
- (e) will be responsible for overseeing the day to day activities for payments and receipts of the Club;
- (f) will be responsible for managing the accounts of the Club;
- (g) will report to the Board of Management on any financial matter;
- (h) will organise and co-ordinate sponsorship for the Club, any Members or Club teams; and
- (i) may organise and co-ordinate a sub-committee, of which he/she will act as chairperson, to perform any or all of the above functions.

3.5 Chair of Juniors

The Chair of Juniors:

- (a) will report to the Board of Management;
- (b) will locate candidates and appoint Age Group Managers and other relevant officers relating to Nippers and Cadets which the Chair of Juniors consider are needed (“Junior Officers”);
- (c) will assist and ensure Junior Officers:
 - (i) plan a season calendar;
 - (ii) locate volunteers;
 - (iii) organise special events;
 - (iv) develop a budget for the Season;
 - (v) organise participation of Nippers and Cadets in all inter-Club and intra-Club activities;
- (d) will liaise between the Junior Officers and Sections within the Club;
- (e) will be a point of contact for parents and prospective Nippers or Cadets or will prescribe/designate a point of contact with the relevant Junior Officer;
- (f) will organise and implement Nipper Patrols in conjunction with the Chair of Lifesaving;
- (g) may make policy(ies) in relation to the use of surf craft for Nippers and/or Cadets;

- (h) will oversee the General Manager and Junior Officers to ensure registration, records and payment of fees for Nippers or Cadets;
- (i) will promote youth lifesaving throughout the local community; and
- (j) may organise and co-ordinate a sub-committee (which will include the Junior Officers), of which he/she will act as chairperson, to perform any or all of the above functions.

3.6 Chair of Club Services

The Chair of Club Services:

- (a) will report to the Board of Management;
- (b) will assemble and chair a social committee comprising of Members;
- (c) will be responsible for co-ordinating a season events calendar;
- (d) will organise and co-ordinate the sale and purchase of Club merchandise;
- (e) will prepare an annual budget to present to the Board of Management;
- (f) may correspond officially with Members on social matters and the address of Members will be supplied to him/her for such purpose by the General Manager;
- (g) will be responsible for organising and co-ordinating Special Events;
- (h) will co-ordinate and ensure an effective decision-making process on the nominations for SLSWA and Club annual awards of achievement and recognition; and
- (i) may organise and co-ordinate a sub-committee, of which he/she will act as chairperson, to perform any or all of the above functions.

3.7 Chair of Assets

The Chair of Assets:

- (a) will report to the Board of Management;
- (b) will ensure;
 - (i) the Club premises are regularly maintained and repaired where necessary;
 - (ii) the gymnasium and other plant and equipment are regularly maintained and repaired where necessary; and
 - (iii) the Club premises are regularly cleaned;
- (c) will respond to and co-ordinate any special maintenance issues which may arise throughout the year;
- (d) will coordinate a long-term asset management plan for the Club buildings and equipment; and
- (e) may organise and co-ordinate a sub-committee, of which he/she will act as chairperson, to perform any or all of the above functions.

3.8 Chair of Lifesaving

The Chair of Lifesaving:

- (a) will report to the Board of Management;
- (b) will assist the Club Captain in all his/her duties and in the absence of the Club Captain will be the Club Captain;
- (c) will create and manage a Patrol roster and/or system for the Season in conjunction with the Administration Manager;
- (d) will liaise with and supervise the ongoing education of Patrol Captains and Patrol Supervisors;
- (e) will monitor and reschedule Patrols where necessary;
- (f) in conjunction with the Administration Manager, will be responsible for:
 - (i) keeping a record of all Patrol attendances and activities;
 - (ii) maintaining the Patrol log book;
 - (iii) the regular data entry of individual Patrol hours for all Members;
- (g) will ensure:
 - (i) the regular checking of the radios and that they are charged and in correct working order; and
- (h) I ensure maintenance and checking on a regular basis that all patrolling equipment is functional, serviceable and any consumable supplies are suitably stocked to allow for effective patrolling;
- (i) will supervise the patrolling members' compliance with the minimum patrolling / service hours requirements (as determined by the Board of Management from time to time). ;
- (j) will select persons to be Patrol Supervisors and Patrol Captains and may create a roster in this respect;
- (k) in conjunction with the Chair of Education will identify awards which require additional Active Member qualification to enable specialist roles/skills in each Patrol;
- (l) will ensure that Patrols are running smoothly over the course of the Season and that high standards of vigilance are being maintained by all Patrols;
- (m) will set the roles and responsibilities of Patrol Supervisors and Patrol Captains and may delegate any of his/her duties under this clause to these persons or any other officers that the Chair of Lifesaving requires and appoints (at his or her discretion);
- (n) will purchase new Patrol Equipment, as required from time to time, but only in the event there is no gear officer for the Season;
- (o) may organise and co-ordinate a sub-committee, of which he/she will act as chairperson, to perform any or all of the above functions; and
- (p) will arrange Patrols and confer with the Patrol Supervisors or Patrol Captains during the season to ensure efficiency of the Club in all Patrol work.
- (q) Must supervise Jet ski captain
- (r) must supervise the IRB captain

3.9 Chair of Education

The Chair of Education:

- (a) will report to the Board of Management;
- (b) will be responsible for the education and instruction of all Members in surf life saving and in encouraging Members to gain the awards of SLSWA;
- (c) in conjunction with the Chair of Lifesaving will identify awards which require additional Active Member qualification to enable specialist roles/skills in each patrol;
- (d) will be responsible for managing, co-ordinating and supervising any community education programs;
- (e) will be responsible for managing, co-ordinating and supervising the requalification of all Active Members and Long Service Members as is required pursuant to clauses 6.2(f) and 6.7(e);
- (f) will hold the WA Training Officer Certificate of SLSWA; and
- (g) may organise and co-ordinate a sub-committee, of which he/she will act as chairperson, to perform any or all of the above functions.

3.10 Chair of Surf Sports

The Chair of Surf Sports:

- (a) will report to the Board of Management;
- (b) will be responsible for the performance of the Club in all competition and for the effective delivery or delegation of surf sports programs across the Club;
- (c) will appoint Section Captains and coaches in conjunction with the Chair of Surf Sports for approval by the Board of Management;
- (d) will chair the team selection panel;
- (e) will allocate and manage the ski racks pursuant to the By-Laws;
- (f) will put in place structures and programs, in conjunction with the Surf Sports Development Officer, to ensure the Club is well represented across all surf sports disciplines in state, national and international competitions;
- (g) will identify talent within the Club with specific attention on youth development and focusing on retention of competitors in conjunction with the Surf Sports Development Officer;
- (h) will ensure athletes have access to, and the Club has in place, adequate services to maximise competition potential;
- (i) will encourage Members to undertake and coordinate participation in coaching and officiating courses to increase qualifications;
- (j) will ensure athletes have the relevant qualifications and Patrol hours to be eligible to compete for the Club;
- (k) will oversee the logistics (water safety personnel, transport, officials etc) and athlete support (physios etc) for all competitions; and
- (l) may, in conjunction with the Club Captain and General Manager, appoint any necessary team managers.

3.11 Chair of Governance and Strategy

The Chair of Governance and Strategy:

- (a) will report to the Board of Management;
- (b) will be responsible for recommending policies or by-laws to the Board of Management
- (c) will at all times be subject to the direction of the Board of Management;
- (d) will ensure a process exists to develop and implement strategic initiatives which will underpin the viability, growth and success of the Club in community service and competition;
- (e) will advise the Board of Management in relation to any issues concerning governance and strategy affecting the Club; and
- (f) will regularly review the Club's Constitution, By-Laws and other governance protocols/policies/procedures and advise the Club as to any necessary changes or improvements.

3.12 General Manager

The General Manager:

- (a) is appointed by the Board of Management;
- (b) reports directly to the Board of Management;
- (c) will oversee the day-to-day functioning of the Club, including management of staff;
- (d) will support the Board of Management to implement the Strategic Plan, provide visible leadership in the areas of relationships with external stakeholders and sponsors, financial management, facility management and administration.
- (e) may advise and will support office bearers and volunteers in the execution of their duties;
- (f) may appoint and terminate staff within the structure approved from time to time by the Board of Management; and
- (g) is an ex-officio member of the Board of Management;
- (h) is authorised to expend funds in line with an approved budget.

4. MISCELLANEOUS CLUB POSITIONS

4.1 Auditor

- (a) An Auditor or Auditors holding the necessary qualifications, will be appointed by the Annual General Meeting.
- (b) The Auditor or Auditors will, before the annual general meeting, examine all Club books and accounts and will certify the annual Club statement of accounts and balance sheet.

4.2 Association Delegates

- (a) Delegates to SLSWA meetings will be members of the Board of Management or club officers as appropriate for the subject matter of the SLSWA meeting, the Administration Manager and previously authorised by the Board of Management.
- (b) Delegates will attend all SLSWA meetings and report proceedings to the Board of Management and, where action is required, ensure that all necessary action is taken.
- (c) Delegates will vote at SLSWA meetings as instructed by the Board of Management.

5. DUTIES AND RESPONSIBILITIES OF SECTION CAPTAINS

5.1 Surf Sports Captains

Each Section Captain will:

- (a) report to and be subject to the direction of the Club Captain and Chair of Surf Sports;
- (b) be appointed by the Chair of Surf Sports and Club Captain;
- (c) be in charge of all equipment and gear relating to their surf sport (including transit to and from Surf Events) and be responsible for keeping them in good order and condition;
- (d) be responsible for liaising with the Chair of Surf Sports in respect to managing income and expenditure in their section;
- (e) be a member of any team selection panel and will be responsible for ensuring the proper entry of participants/competitors in any Surf Events or Surf Carnivals relating to the relevant Section;
- (f) in conjunction with the Chair of Surf Sports, supervise and be responsible for the training of competitors for their surf sport;
- (g) have the right to call on any Member to assist in handling the equipment and gear relating to their surf sport in all reasonable circumstances and conditions;
- (h) direct and command athletes for their surf sport; and
- (i) act as the first contact point to Members who wish to participate in their surf sport whether competitively or otherwise.

5.2 IRB Captain

The IRB Captain:

- (a) will report to and be subject to the direction of the Chair of Life Saving and any other relevant Club Officer;
- (b) will be appointed by the Chair of Life Saving;
- (c) will be in charge of all equipment and gear relating to the IRB (including transit to and from Surf Events) and be responsible for keeping them in good order and condition;
- (d) will be responsible for liaising with the Chair of Life Saving in respect to managing expenditure pursuant to the IRB Section;
- (e) will be a member of the team selection panel in relation to IRB competition and will be responsible for ensuring the proper entry of participants/competitors in any Surf Events or Surf Carnivals relating to the IRB Section;
- (f) will act as the first contact point to Members who wish to participate in IRB activities, whether competitively or otherwise.;
- (g) will ensure there is adequate fuel for the IRB at all times;
- (h) will, at the request of the Club Captain or Chair of Surf Sports, prepare and lay buoys for swimming trials or races;
- (i) will select IRB crews for Surf Carnivals and other Surf Events;
- (j) will, in conjunction with the Chair of Education, supervise and be responsible for the training of participating Members and IRB crews in IRB Awards and in competition;
- (k) will assist the various Club Officers in providing the services of the IRB where reasonably required by them (including on patrol);
- (l) will organise and provide water safety for Sunday Club activities, Patrols and any other Club activities, where required and in consultation with the Chair of Lifesaving and/or Chair of Juniors;
- (m) will hold the IRB Drivers Award of SLSWA;
- (n) and
- (o) may organise and co-ordinate a sub-committee, of which he/she will act as chairperson, to perform any or all of the above functions.

5.3 Jet Ski Captain

The Jet Ski Captain

5.3.1 reports to Chair Life Saving; and

5.3.2 is responsible for all aspects of the Jet Ski operations, including patrols (in conjunction with the Chair of Lifesaving and training (in conjunction with the Chair of Education)).

5.4 Patrol Captain

A Patrol Captain

- 5.4.1 Reports to Chair Life Saving;
- 5.4.2 Is responsible for all aspects of patrolling operations for the Patrol Captain's patrol including:
 - (a) ensuring sufficient attendance of patrolling members;
 - (b) having regard to prevailing conditions and patrol strength deciding on whether to open or close the beach to swimmers on the day they are rostered on to patrol; and
 - (c) liaising with Surf Com and other emergency services as required;
- 5.4.3 may, when on Patrol, call on any Active Member to assist in patrol operations whether the Active Member is rostered on to patrol that day or otherwise.
- 5.4.4 must supervise and ensure the proper set up of their Patrol;
- 5.4.5 must carry out an equipment check of all Patrol Equipment and report any repairs or replacements needed to the Patrol Supervisor or Chair of Lifesaving;
- 5.4.6 must ensure there is always one person in the Patrol tower maintaining a proper watch of the beach at all times; and
- 5.4.7 must ensure that correct radio procedure is used by the Patrol,

5.5 Head Trainer

The Head Trainer

- (a) Reports to Chair Education; and
- (b) is responsible for

5.6 Surf sports coach

The Surf Sports Coach:

- (a) reports to Chair Surf Sports;
- (b) is responsible for coordinating all aspects of coaching surf sports competitors; and
- (c) is involved in team selection (whether directly or via a delegate).

6. CATEGORIES OF CLUB MEMBERSHIP AND THEIR QUALIFICATIONS AND OBLIGATIONS

6.1 Introduction

- (a) The categories of Club membership are regulated by the Constitution.
- (b) The constitution gives the Board of Management power to create new categories of membership although the Board of Management cannot give any new category of member voting rights.
- (c) This by-law:
 - (i) identifies the categories of membership created by the Constitution and those created by the Board of Management;
 - (ii) describes the qualifications required for each category of membership of the Club; and
 - (iii) describes the obligations associated with each category of membership of the Club.

6.2 Categories of membership established by the Constitution

6.2.1 Junior membership

Junior membership is a category of membership created under cl 7.2(a) of the Club's Constitution.

6.2.2 Active membership

Active membership is a category of membership created under cl 7.2(b) of the Club's Constitution. In addition to the rights and privileges accorded to Active members under the Construction:

- (a) Active Members are those members who can undertake patrolling duties.
- (b) All candidates for Active membership who are:
 - (i) older than 15 years of age at the date of application for membership (or at 1 October for returning members) are required to obtain their Bronze Medallion within 6 months of joining the Club and during such time will remain as Probationary Members, as set out in clause 6.1; or
 - (ii) between 13 and 15 years of age at the date of application for membership (or at 1 October for returning members) are required to obtain their Surf Lifesaving Certificate within 6 months of joining the Club and during such time will be classified as Probationary Members, as specified in clause 6.1.
- (c) All Active Members are required to perform Patrol duties in accordance with the requirements set down by the Board of Management and SLSWA from time to time.
- (d) In special circumstances, and on written application from the Active Member, the Board of Management may grant a leave of absence from Patrols to any Active Member.
- (e) Every Active Member is required to re-qualify at an annual proficiency test before 31 December of each Season unless that Member obtains his Bronze Medallion or Surf Lifesaving Certificate (whichever is applicable) during that Season.

- (f) Failure to pass the proficiency test within the time stipulated will result in the automatic suspension of a member from Club membership, unless amnesty from suspension is given by the Chair of Education for a period fixed by the Chair of Education.
- (g) Where an applicant for admission as an Active Member is over the age of forty years, the Board of Management may, in its sole discretion, determine that such applicant:
 - (i) must apply for admission as an Associate Member; or
 - (ii) be admitted as an Active Member.

6.2.3 Official membership

Official membership is a category of membership created under cl 7.2(ba) of the Club's Constitution. :

6.2.4 Long Service membership

Long Service membership is a category of membership created under cl 7.2(c) of the Club's Constitution. In addition to the rights and privileges accorded to Long Service members under the Construction:

- (a) Long service membership may be granted by the Board of Management on the recommendation of the Chair of Governance and Strategy or of its own motion to any Member (Active) who has completed 10 years of service of a quality which, in the opinion of the Board of Management, warrants the recognition of the benefit provided to the Club by the Member's service.
- (b) The awarding of long service membership will be recognised by its announcement at the annual general meeting of the Club held next following the granting of such membership.
- (c) Notwithstanding the above, long service membership may be granted by the Board of Management under exceptional circumstances to Active Members irrespective of the years of service.
- (d) Long Service Members may be called upon to perform such duties as the Board of Management requires.
- (e) Long Service Members will be required to pass the annual proficiency test. Any member awarded Long Service membership will from the date of being awarded be exempt from all Patrol obligations.

6.2.5 Life membership

- (a) Life Membership is a category of membership created under cl 7.2(d) of the Club's Constitution.
- (b) Life Membership will only be awarded to natural persons by the Board of Management on the recommendation of the Life Membership Committee in compliance with this By-Law 6.2.5 following the process described in By-Law 6.3 below.
- (c) Life Membership is the highest award which can be bestowed upon a Member of the Club. The award recognises a member who has rendered a long and distinguished service to the club, where such service is deemed to have assisted the advancement of the club in an active and/or administrative capacity.
- (d) The criteria for the award of Life Membership are that the nominee must:
 - (i) be a current member of the Club; and

- (ii) met the prerequisite term of service as explained in sub-paragraph 6.2.5(e) below; and
 - (1) either:
 - (A) held one or more of the volunteer positions listed in sub-paragraph 6.2.5(e) (f) below; and/or
 - (B) achieved an outstanding record as a competitor or made a significant contribution as an official or coach; and/or
 - (C) provided a service or assistance to the Club beyond all reasonable expectations, and.
 - (2) have performed the above service and/or roles, in a distinguished manner (that is the member's contribution was generous and giving in nature and provided significant and valued leadership and role modelling that exemplified the values and reputation of the Club).
- (e) The pre-requisite term of service to be considered for Life Membership is 15 years membership as an adult (i.e. from age 18) at the Club which period of time must include either:
 - (i) 10 years unbroken service in one or more of the ways described in sub-paragraph 6.2.5(d)(ii)(1) above; or
 - (ii) 12 years broken service in one or more of the ways described in sub-paragraph 6.2.5(d)(ii)(1) above.
- (f) The volunteer positions which may be held by a member when rendering service to the Club which may be considered for the award of Life Membership are:
 - (i) a position on the Board of Management;
 - (ii) a position appointed by the Board of Management (for example, section captain, sub-committee members);
 - (iii) a support position with an Award or Surf Qualifications required (for example, an accredited coach, trainer, assessor, facilitator, official or age group manager);
 - (iv) a support position where no specific award or office position, such as work 'behind the scenes' undertaken by a 'quiet minority', it is work on the social or fundraising committees, in the merchandise store, office or BBQ, including representation of the Club at outside organisations.

6.3 Process to Nominate and Award Life Membership

6.3.1 Committee Composition

- (a) The Life Membership Committee will consist of those appointed to the Life Membership Committee by the Board of Management and shall include:
 - (i) the Club Captain;
 - (ii) a minimum of one existing Life Member; and
 - (iii) (to ensure continuity), a minimum of 2 persons from the previous years' Life Membership Committee.)

6.3.2 Appointment of Committee Members

- (a) When appointing persons to the Life Membership Committee the Board of Management:
 - (i) may call for expressions of interest to join the Life Membership Committee from the Members of the Club;
 - (ii) may appoint persons to the Life Membership Committee who have not responded to the call for expressions of interest referred to in paragraph 1.2.1(b)(i) above;
 - (iii) must ensure that persons are not appointed to the Life Membership Committee for longer than five consecutive years; and
 - (iv) may make necessary appointments should the criteria referred to in paragraph 6.2.6 (a)(iii) not be able to be carried out due to incapacitation or some other extenuating circumstance.

6.3.3 Committee Functions

- (a) The functions of the Life Membership Committee will be to:
 - (i) elect a Chair responsible for ensuring the Life Membership Committee fulfils the duties as outlined in these bylaws including maintaining confidentiality of nominations, discussions and findings
 - (ii) adhere to the timeline as per Club calendar for the award of life membership;
 - (1) receive and consider nominations of Members for the award of Life Membership; and
 - (2) record and report the findings of the Committee to the Board of Management.

6.3.4 Nominations for Life Membership

- (a) The General Manager shall, in conjunction with the President and the Life Membership Committee, develop and maintain a nomination form for nominations for Life Membership; and,
 - (i) shall ensure the nomination form is included as an annexure to these by-laws.
- (b) Completed nominations for Life Membership will be submitted to the Life Membership Committee by:
 - (i) a resolution of the Board of Management; or
 - (ii) any two Members of the Club.

6.3.5 Consideration of Nominations

- (a) For each nomination received under By-Law 6.3.4(b) above, the Life Membership Committee must:
 - (i) review each nomination;
 - (ii) undertake such further investigations of the nominee's record of service as Life Membership Committee sees fit;
 - (iii) verify (to the Life Membership Committee's reasonable satisfaction) the evidence/data included in nomination;

- (iv) provide a written report (Life Membership Report) to the President for distribution to the Board of Management making a recommendation(s) for the award of Life Membership or not.
- (b) The Life Membership Report must include:
 - (i) the recommendation of the majority of the Life Membership Committee including reasoning as to why the nominee is to be awarded Life Membership or not;
 - (ii) if the recommendation in the Life Membership Report is not unanimous, an explanation of the reasons for the lack of unanimity;
 - (iii) details of the information obtained by the Life Membership Committee over and above the nomination as to the nominee's record of service.
- (c) The Board of Management shall consider the Life Membership Report and may:
 - (i) accept or reject the recommendations described in the Life Membership Report;
 - (ii) without accepting or rejecting the recommendations in the Life Membership Report, as per the award for Life Membership timeline, raise questions for the Life Membership Committee via the President of the Club and Chair of the Committee to consider in respect of the Life Membership Report.
 - (iii) In the event of questions being raised by the Board of Management, the Life Member Committee shall;
 - (1) consider those questions and deliver a revised Life Membership Report to the Board of Management to consider in accordance with By-Law 6.3.5(b) above as per award for Life Membership timeline.

6.3.6 Award of Life Membership

- (a) The award of Life Membership will be recognised by its announcement at the annual dinner or any other major club function in accordance with By-Law 6.3.5(c)(i) above.
- (b) Any person awarded Life Membership will be exempted from the payment of annual subscriptions from the date of the award.

6.3.7 Associate membership

- (a) Associate membership is a category of membership created under cl 7.2(e) of the Club's Constitution. In addition to the rights and privileges accorded to Associate members under the Construction:
 - (i) Applicants for admission as Associate Members must be over the age of forty years provided that the Board of Management has the discretion to elect any permanently incapacitated applicant under that ages to Associate membership.
 - (ii) The number of Associate Members may not at any time exceed the number of Active Members.
- (b) Should the number of Associate Members have reached either of the limits imposed under clause 6.3.7(a)(ii), applicants for admission as Associate Members under clause 6.3.7(a)(i) will have their names placed on a waiting list (Associates Waiting List). The priority of applicants on the Associates Waiting List shall be determined by the date and time that each applicant's application is received by the Administration Manager.
- (c) An Active Member over the age of forty years wishing to transfer from an Active membership to an Associate membership must apply to the Board of Management for admission as an Associate Member. The Board of Management will then have the discretion to:

- (i) allow such applicant to by-pass the Associates Waiting List and be admitted as an Associate Member immediately and, if necessary, vary the maximum number of Associate Members under clause 6.3.7(a)(ii); or
- (ii) place that applicant's name on the Associates Waiting List under clause 6.3.7(b)).

6.3.8 Honorary membership

- (a) Honorary membership is a category of membership created under cl 7.2(f) of the Club's Constitution. In addition to the rights and privileges accorded to Honorary members under the Construction:
 - (i) The Board of Management may appoint honorary membership to persons who, in the Board of Management's opinion, can provide a service or contribution to the Club which justifies that person's acceptance as an Honorary Member,
 - (ii) The Board of Management shall review each Honorary Member's status as an Honorary Member every 12 months to ensure that the person still complies with clause 6.6(a).
 - (iii) Honorary Members will be entitled to the use of the Club premises and facilities.
 - (iv) Life Members' spouses who elect to use the Club premises and facilities are to be granted Honorary Membership.

6.3.9 Community membership

- (a) Community membership is a category of membership created under cl 7.2(g) of the Club's Constitution. Categories of membership established by the Board of Management

The following categories of membership have been established by the Board of Management under cl 7.2(h) of the Constitution:

6.3.10 Probationary membership

- (a) Probationary membership will be granted to any person in the period between that person's application for membership of the Club and that person gaining the appropriate Award or being granted a category of membership (other than probationary membership) by the Board of Management provided that the period of Probationary membership:
 - (i) will be for a maximum of 6 months; or
 - (ii) a period greater than 6 months as specified by resolution of the Board of Management;and upon the expiry of the above period, probationary membership status will be automatically suspended if that person has not gained the appropriate Award or been granted a category of membership (other than Probationary membership) by the Board of Management.
- (b) Probationary Members must attend classes of instruction in surf life saving and will be nominated for the relevant Award within 6 months of joining the Club or such extended time as agreed by the Board of Management in individual cases.

6.3.11 Nipper membership

- (a) Nipper membership may be granted to a person of a minimum age of 5 years up to a maximum of 12 years of age prior to 1 October of the Season.
- (b) Each Nipper Member will be required to gain the relevant Nipper Achievement Certificate for that person's age group during the Season.
- (c) Each Nipper Member must be linked to another member of the Club who is their parent or legal guardian.

6.3.12 Family membership

- (a) A parent or legal guardian of a Nipper Member or and Active Member under the age of 18 years may qualify for Family Membership, otherwise known as 'Parent Membership'.
- (b) There is no age restriction to qualify as a Family Member.
- (c) Family Members are required to be actively involved in the running of Nipper activities or activities relating to the Active membership of their children and are encouraged to undertake training in the Surf Rescue Certificate, SLSWA Bronze Medallion Award or other Awards.
- (d) A Family Member who's youngest child is no longer a Nipper Member or Active Member under 18 years of age will cease to be a Family Member and in order to continue to be a Member, must apply for membership under clause 6.1, 6.2 or 6.4 (as the case may be).
- (e) Family Members may have access to changerooms and general club facilities but may not have access to the gymnasium or any Club Equipment.

6.3.13 Expatriate membership

- (a) Expatriate membership may be granted by the Board of Management to any person who:
 - (i) has completed the appropriate written application form; and
 - (ii) is or has been a Member (of any category); and
 - (iii) either:
 - (1) resides at least 200 kilometers outside the Perth metropolitan area at the date of that person's application for membership; or
 - (2) is an Active Member who is to reside at least 200 kilometers outside the Perth metropolitan area for a period not less than 12 months.
- (b) The period of expatriate membership will be only for that period that the person resides at least 200 kilometers outside the Perth metropolitan area.
- (c) The number of Expatriate Members may not at any time exceed the lesser of:
 - (i) the number of Active Members; and
 - (ii) such number as the Board of Management in their sole discretion determine, which for the time being shall be 200.
- (d) Should the number of Expatriate Members have reached either of the limits imposed under clause 6.9(d), applicants for admission as Expatriate Members under clause 6.9(a) will have their names placed on a waiting list (Expatriates Waiting List). The priority of applicants on

the Expatriates Waiting List shall be determined by the date and time that each applicant's application is received by the Administration Manager.

- (e) An Expatriate Member wishing to transfer from an expatriate membership to an Active membership must apply to the Board of Management for admission as an Active Member. The Board of Management will then have the discretion to allow such applicant to be:
 - (i) admitted as an Active Member immediately upon receiving satisfactory proof that he/she holds a SLSA Bronze Medallion; or
 - (ii) admitted as a Probationary Member (and be subject to the provisions of clause 6.1).
- (f) An Expatriate Member will have the privilege of using the Club premises for a maximum total period of 4 weeks per calendar year, however, he/she will be not entitled to store equipment on Club premises.

6.3.14 Award Membership

- (a) The Board of Management may grant Award membership to a person who:
 - (i) is unable to complete the SLSA Surf Lifesaving Certificate or Bronze Medallion (or requalification of either of those awards); and
 - (ii) holds one or more recognised Awards.
- (b) Award Members may be required to perform the same amount of Patrol hours as Active Members or may be called upon by the Board of Management to perform such duties as they are qualified and physically able to perform.

7. APPLYING FOR AND MAINTAINING MEMBERSHIP

7.1 Notification of change of address

- (a) All Members must furnish to the Administration Manager their address and contact details and notify any change thereof.
- (b) Notices posted to the last known address will be deemed valid and to have been received by the Member within three days following the date of postage.

7.2 Leave of Absence

- (a) Any Member not seeking to renew his/her Club membership may make a request to the Board of Management in writing at least 2 weeks prior to the expiry of the Member's membership that he/she wishes to be granted a leave of absence.
- (b) Any Member granted a leave of absence will be permitted to rejoin the Club without having to pay the current nomination fee provided that he/she rejoins the Club within 2 years of the expiry of his/her membership or such other time as prescribed by the Board of Management.

8. ORDER OF BUSINESS

Order of business for general meetings will be:

- (a) Apologies
- (b) Reading and Confirmation of Minutes
- (c) Business arising from Minutes
- (d) Treasurer's Report and Finance
- (e) Delegates' Reports
- (f) Administration Manager's Report
- (g) Motions of which due Notice has been given
- (h) General Business

Order of Business for Annual General Meetings in addition to that mentioned above except shall be:

- (i) Presentation of Annual Report and Balance Sheet
- (j) Election of Officers
- (k) Notices of Motion to Amend Constitution

provided that in all cases where special meetings are called the business thereof shall be as the Board of Management determines.

9. ANNUAL SUBSCRIPTIONS

- (a) Annual subscriptions will be set by the Board of Management and will be announced at the annual general meeting for the Season following.
- (b) Subject to the Constitution and By-Laws, payment of annual subscriptions will entitle a person to membership of the Club for the period 1 July to 30 June of the following year.
- (c) All new Members (Members not renewing their membership) will pay a one off nomination levy as set by the Board of Management from time to time.
- (d) If a person applies for membership after 30 May of any year and the application is accepted by the Board of Management, the person will be required to pay pro rata for the balance of the financial year.
- (e) An annual levy will be:
 - (i) set by the Board of Management;
 - (ii) announced at the Annual General Meeting for the Season; and
 - (iii) applied to all privately owned water craft stored on ski racks within the ski shed ("ski levy"), with the exception of competition skis.

- (f) The ski levy will be payable in addition to the subscriptions set out at clauses 9(a)-(c) herein and payment of the ski levy will entitle the Member to store their privately owned water craft on an allocated rack.
- (g) In the event that a member fails to pay the ski levy, the Ski Captain shall issue to that member a notice requiring payment within 28 days, failing which the ski will be removed from the ski shed.

10. USE OF CLUB ASSETS

10.1 Use of First Aid Room

The Club first aid room is for first aid and casualty work only, and for no other purpose whatsoever. It will only be used by persons specifically authorised by the Chair of Lifesaving for the above such work.

10.2 Use of Club Boards

- (a) Allocation of malibu boards to Members will be made by the Board Captain, preferably at the commencement of the Season, at the absolute discretion of the Board Captain and taking into account:
 - (i) the previous performance, training and competition experience of the Member seeking allocation of a malibu;
 - (ii) the number of Members requesting allocation of a malibu;
 - (iii) the available budgetary funds for the purchase of new malibus; and
 - (iv) malibus presently available to the Club.
- (b) All members wishing to compete on malibus for the first time are strongly encouraged to purchase their own equipment for their first Season of competition.
- (c) The Board Captain, in making allocations of malibus, will show preference towards those Members who are established competitors.
- (d) If a Member is to receive a new malibu, the Board Captain may make the purchase of the new malibu conditional upon the Member selling the current malibu being used by the Member, whether or not solely owned by the Member, with the funds from the sale going towards the purchase of the new malibu.
- (e) If a malibu is sold, as above, and was wholly owned at the time by the Member, the Member will retain a half interest, as determined by the Ski or Board Captain, in the new malibu with the other half interest owned by the Club.
- (f) If the new malibu is subsequently sold and another new malibu is purchased for the Member, the full interest in the newest malibu will revert to the Club and a Member is not entitled to have an interest in a malibu of less than one half.
- (g) There will be no Club malibus for “general use” by Members except as otherwise authorised by the Board Captain.
- (h) If a Member wishes to use a Club malibu and cannot afford to buy one, the Board Captain may allow the Member to train on one of the Club malibus at supervised training sessions set down by the Ski or Board Captain.

- (i) No malibus are to be used by a Member unless allocated to that Member or the Member has otherwise been authorised to use the malibu by the Board Captain.
- (j) Any Member who has been allocated a Club malibu must compete in all Surf Carnivals over the course of the Season, except where the Member provides reasonable excuse to the satisfaction of the Board Captain, failure of which may result in re-allocation of the respective malibu.
- (k) The Board Captain, with approval from the Board of Management, may determine additional rules regarding the use of Club malibus from time to time.

10.3 Use of Club rescue boards

- (a) The use of Club rescue boards will be as determined by the Chair of Education, the Chair of Lifesaving or Club Captain.
- (b) A Member may only use a Club rescue board in the following circumstances:
 - (i) at times designated as an official class or training session for an Award and under the supervision of an instructor;
 - (ii) during a Patrol and with the express permission of the Chair of Lifesaving, Patrol Supervisor or Patrol Captain, provided that there are always sufficient rescue boards on the beach for Patrol duties and no rescue boards are taken out of the Patrol Area;
 - (iii) to perform a rescue or preventative action; or
 - (iv) with the express permission of the Chair of Education, Club Captain or the Chair of Lifesaving.

10.4 Use of Club Skis

- (a) Allocation of skis to Members will be made by the Ski Captain, preferably at the commencement of the Season, at the absolute discretion of the Ski Captain and taking into account:
 - (i) the previous performance, training and competition experience of the Members seeking allocation of a ski;
 - (ii) the number of Members requesting allocation of a ski;
 - (iii) the available budgetary funds for the purchase of new skis; and
 - (iv) skis presently available to the Club.
- (b) The Ski Captain, in making allocations of skis, will show preference towards those Members who are established competitors.
- (c) If a Member is to receive a new ski, the Ski Captain may make the purchase of the new ski conditional upon the Member selling the current ski being used by the Member, whether or not solely owned by the Member, with the funds from the sale going towards the purchase of the new ski.
- (d) If a ski is sold, as above, and was wholly owned at the time by the Member, the Member will retain a half interest, as determined by the Ski Captain, in the new ski with the other half interest owned by the Club.

- (e) If the new ski is subsequently sold and another new ski is purchased for the Member, the full interest in the newest ski will revert to the Club and a Member is not entitled to have an interest in a ski of less than one half.
- (f) There will be no Club skis for “general use” by Members except as otherwise authorised by the Ski Captain.
- (g) No skis are to be used by a Member unless allocated to that Member or the Member has otherwise been authorised to use the ski by the Ski Captain.
- (h) Any Member who has been allocated a Club ski must compete in all Surf Carnivals over the course of the Season, except where the Member provides reasonable excuse to the satisfaction of the Ski Captain, failure of which may result in reallocation of the respective ski.
- (i) Notwithstanding the above:
 - (i) Members who compete on skis will be required to purchase their own single ski and paddle;
 - (ii) Members who are new to paddling skis for a Season are required to join a ski development squad where they may be allocated a ski and paddle by the Ski Captain; and
 - (iii) the ski development squad commences in October and only ski development squad members may be allowed by the Ski Captain to use any Club ski and on terms imposed by the Ski Captain.
- (j) The Ski Captain, with approval from the Board of Management, may determine additional rules regarding the use of skis from time to time.

10.5 Use of Gymnasium

- (a) Members are required to:
 - (i) leave equipment in a clean and tidy state after use;
 - (ii) make use of a sweat towel;
 - (iii) put all weights on racks after use;
 - (iv) lock all the doors and shut all windows if last to leave at night; and
 - (v) wear appropriate closed in footwear in the gymnasium.
- (b) Children under the age of 13 are not permitted in the gym (unless undertaking a supervised class as part of one of the Club’s development or competition programs) and children between the ages of 13 to 16 must be supervised by an adult at all times.

10.6 Violation of the rules

Violations of any of the rules in clause 10 or abuse of equipment should be reported to the appropriate Club Officer, who may recommend grounds for a disciplinary hearing to the Club Captain.

10.7 Other Use of Club Equipment and Patrol Equipment

Notwithstanding the provisions of clause 10, the Board of Management may consider and grant (or decline) requests from Members or third parties for the hire or temporary use of:

- (i) Club Equipment;
- (ii) Patrol Equipment (including for external activities that are not Club activities); and/or
- (iii) Personnel or Members of the Club for Patrol or lifesaving activities;

("Equipment and/or Personnel") on such terms as the Board of Management may decide (at its absolute discretion), but in considering, granting and/or declining such requests for Equipment and/or Personnel, the Management Committee must take into account the following criteria:

- (iv) In respect of Equipment and/or Personnel, priority of use will be for Patrols;
- (v) In respect of Club Equipment (which is not Patrol Equipment), priority of use will be for Sections or the relevant Section; and Hire or temporary use of any Equipment and/or Personnel by any Members or third parties is not to be granted during the Season, unless all Patrol and Section requirements have been accommodated.

10.8 Ski Rack Management

- (a) General
 - (i) At all times the ski racks will remain the property of the Club.
 - (ii) The Club takes no responsibility and assumes no liability for any skis, equipment or property stored in the ski shed.
 - (iii) The Chair of Surf Sports may appoint a co-ordinator to carry out all or any of his/her obligations under this clause 10.8, including to manage the allocation and transfer of any ski racks and keeping of any register.
 - (iv) Ski racks as allocated shall not be transferred without the written approval of the Chair of Surf Sports.
 - (v) Only racing skis, training skis or other equipment as designated by the Chair of Surf Sports shall be stored in the ski shed.
- (b) Allocation of ski racks
 - (i) The Chair of Surf Sports will review, oversee and may approve allocation of ski racks to Members in accordance with the following priorities:
 - (1) firstly, to Club skis as determined by the Ski Captain;
 - (2) secondly, to skis of Members who are ski competitors as determined by the Ski Captain;
 - (3) thirdly, to skis of Members where such skis are used for training or competition as determined by the Ski Captain;
 - (4) fourthly, to skis of Members who are not competitors but which are used a minimum of two (2) days per week during the Season. In the event of the injury, illness or absence of a Member to whom a ski rack

has been allocated, the Chair of Surf Sports will be entitled to determine, in his/her sole discretion, whether the Member should be entitled to retain his or her ski rack; and

- (5) fifthly, to skis of any sponsor as determined by the Board of Management.
 - (ii) The Ski Captain shall maintain a written register of all the ski racks and their allocation to Members; and
 - (iii) the Chair of Surf Sports shall not allocate more than one single ski rack and one double ski rack to any one Member.
- (c) Re-allocation and reclaim
- (i) The Chair of Surf Sports may at any time re-allocate or reclaim any ski rack from a Member as required by the Club. In the case of a ski rack being reclaimed due to a shortage of ski racks, this will be on a “last in, first out” basis.
 - (ii) If the Chair of Surf Sports is of the reasonable opinion that a Member is not utilising their ski during the Season, the Chair of Surf Sports may request such Member to remove his/her ski and shall then reallocate the ski rack in accordance with this clause 10.8.
 - (iii) In accordance with this clause 10.8 the Club retains the right to remove a ski and have it placed in storage (at the Club’s expense).
 - (iv) If a Member retains a vacant ski rack for longer than 3 weeks without the approval of the Chair of Surf Sports or the Ski Captain, the Chair of Surf Sports may re-allocate or reclaim the Member’s ski rack.
- (d) Sponsors Skis

The Board of Management may determine, in its sole discretion that, up to two (2) ski racks shall be available for use by particular sponsors of the Club. The Chair of Surf Sports shall then allocate ski racks to those sponsors in accordance with this clause 10.8.

- (e) Appeals
- (i) Any Member aggrieved by a decision of the Chair of Surf Sports may appeal to the Board of Management.
 - (ii) All appeals to the Board of Management pursuant to this clause 10.8 must be in writing.
 - (iii) The Board of Management will investigate the Member’s appeal and deliver its decision within 14 days of the Board of Management receiving the Member’s written appeal. The member has no further right of appeal from the decision of the Board of Management.

10.9 Purchase of Club Equipment

- (a) If a Section Captain or IRB Captain or any Club Officer wishes to purchase equipment (including, but not limited to, Club Equipment or Patrol Equipment), within the budget and plan of the relevant activity, the Section Captain or IRB Captain or Club Officer (as the case may be) must notify and submit a completed order form to the Administration Manager.

- (b) The Administration Manager may then sign the order form and in so doing may consult with the Section Captain or IRB Captain or Club Officer (as the case may be) as to the purchase.
- (c) Any order outside the Administration Manager's expenditure authority must be submitted to the Treasurer for approval.
- (d) Once the above procedure is complete:
 - (i) Either the Administration Manager or Section Captain or IRB Captain or Club Officer may place the order for the relevant equipment; and
 - (ii) The Administration Manager will arrange payment for the relevant equipment pursuant to the relevant payment options.

10.10 Repairs to Club Equipment

- (a) Subject to clause 10.10(d), if a Section Captain or IRB Captain or Club Officer wishes to have any equipment (including, but not limited to, Club Equipment or Patrol Equipment) repaired, the Section Captain or IRB Captain or Club Officer (as the case may be) must notify the Administration Manager who will produce an order form.
- (b) Any order outside the Administration Manager's expenditure authority must be submitted
- (c) Once the above procedure is complete and the order form has been submitted to and approved by the Treasurer:
 - (i) Either the Administration Manager or Section Captain or IRB Captain or Club Officer may place the order for repairs to the relevant equipment; and
 - (ii) The Administration Manager will arrange payment pursuant to the relevant payment options.
- (d) Notwithstanding the above:
 - (i) where any repairs to equipment are under \$500.00 and the cost of such repairs are within the budgetary limits for the relevant activity for the Season as approved by the Board of Management, the Section Captain or IRB Captain or Club Officer (as the case may be) may arrange the carrying out of the relevant repairs without first seeking prior approval of the Administration Manager.
 - (ii) Where a Section Captain or IRB Captain or Club Officer incurs costs personally for the repair of any equipment, the Section Captain or IRB Captain or Club Officer (as the case may be) must submit to the Treasurer an expense claim form with associated receipts in order to be reimbursed for such costs.

10.11 Intoxicating Liquor

- (a) Bar Manager
- (b) No Member shall bring, or cause to be brought onto the Club premises any intoxicating liquor, except for the purpose of stocking the bar and/or with prior permission of the Bar Manager, Board of Management or Administration Manager.
- (c) Unaccompanied persons under the age of 18 years are permitted within the bounds of the licensed area at any time the bar is not open. When the bar is open or when the Club holds a function at which liquor is served, any person under the age of 18 years must be accompanied by a parent or guardian and any under age person without stated supervision will be asked to leave the premises or have a parent or guardian contacted.

- (d) Club staff or members serving alcohol will have attained a Responsible Serving of Alcohol (RSA) qualification and ensure persons under the age of 18 years are not supplied with any liquor by any person and to report any unaccompanied under age person to the bar manager.
 - (e) As appropriate, valid identification of patrons will be checked by the Club to ensure such patrons are over the age of 18 years before liquor is sold or supplied to such patrons.
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11. PATROL REGULATIONS

11.1 Duties and responsibilities of Patrol Supervisors

By order of the Chair of Lifesaving, Patrol Supervisors will have the following roles and responsibilities:

- (a) check the roster for Patrol Supervisors as set by the Chair of Lifesaving;
- (b) unlock patrol shelter and cupboards before the start of the morning patrol;
- (c) prepare and check radios;
- (d) supervise the set up of each Patrol;
- (e) carry out an equipment check and report to the Chair of Lifesaving in respect of any required repairs;
- (f) where deemed necessary by the Patrol Supervisor, issue instructions to each Patrol to clean up part of the Club premises;
- (g) where deemed necessary by the Patrol Supervisor, provide surf education and/or surf skill training to the Patrol in consultation with the Patrol Captain;
- (h) assist the Patrol Captain to carry out his/her duties properly; and
- (i) ensure the First Aid room is locked at the end of the day's Patrol.

In return for the above services, all Patrol Supervisors may be eligible to be exempted from Patrols for the course of the Season as directed by the Chair of Lifesaving.

11.2 Duties and responsibilities of Patrol Captains

By order of the Chair of Lifesaving, Patrol Captains will have the following roles and responsibilities:

- (a) supervise and ensure the proper set up of their Patrol;
- (b) carry out an equipment check of all Patrol Equipment and report any repairs or replacements needed to the Patrol Supervisor or Chair of Lifesaving;
- (c) ensure there is always one person in the Patrol tower maintaining a proper watch of the beach at all times;
- (d) ensure that correct radio procedure is used by the Patrol;
- (e) ensure that all Members on Patrol are available and ready to act in respect of their Patrol duties, where required;

- (f) assume responsibility for the patrol log book;
- (g) ensure that the Members on Patrol properly sign on and off to SurfCom;
- (h) ensure that the Members on Patrol give the required statistics report, equipment check and any other relevant communication is given to SurfCom; and

If there is no Patrol Captain assigned to or present on a Patrol, the Patrol group will, by consensus, appoint a Patrol leader for that Patrol. If the Patrol is unable to decide on a Patrol leader then the most qualified lifesaver on Patrol will automatically be appointed as the Patrol leader for that Patrol.

11.3 Duties and responsibilities of Members on Patrol

- (a) All Members rostered on a Patrol or performing a voluntary Patrol must enter their name in the Patrol log book and sign their name at the time they commence Patrol duties.
- (b) All Members rostered on Patrol or performing a voluntary patrol must enter the time they commenced the Patrol, at the time of commencement, and the time they finished the Patrol, at the time of completion.
- (c) All Members rostered for patrol must arrive 15 minutes prior to the commencement of the Patrol and must set up the beach prior to the commencement of the Patrol in accordance with the Patrol Contract.
- (d) All Members must report all relevant statistics to the Patrol Captain for inclusion into the Patrol log book by the completion of the Patrol.
- (e) All Members must perform their Patrol obligations as guided by the Patrol Captain, Patrol Supervisor and Chair of Lifesaving.
- (f) In the performance of their Patrol obligations, all Members must obey and follow the directions of the Patrol Captain, Patrol Supervisor and Chair of Lifesaving.
- (g) All Members on Patrol must wear the proper attire.

11.4 Failure to become proficient

- (a) If an Active or Long Service Member fails to become proficient by 31 December, his/her membership will be automatically suspended for 1 month from the date of 31 December or such other date where an extension is granted by the Chair of Education.
- (b) If an Active or Long Service Member fails to become proficient within the 1 month suspension period mentioned above, his/her membership automatically terminates at the end of the 1 month suspension period.

11.5 Exemption from proficiency

- (a) Application for exemption of proficiency must be made to the Chair of Education in writing and in accordance with clause 11.4
- (b) Subject to Clause 11.5(c), the Chair of Education may, at his/her absolute discretion, grant an exemption from proficiency requirements to any Active or Long Serve Member.
- (c) The Chair of Education must grant a reasonable extension of time in which to become proficient if reasonable excuse is provided by the Active or Long Service member prior to 31 December.

11.6 Failure to attend Patrol

- (a) (a) If a Member fails to attend a Patrol, he/she will be liable to complete a penalty Patrol of up to 8 hours duration (and at such surf lifesaving club as the Chair of Lifesaving may determine) as determined and ordered by the Chair of Lifesaving.

11.7 Failure to attend penalty Patrol

- (a) If a Member fails to attend a penalty Patrol, his/her membership rights will be automatically suspended from that date unless otherwise ordered by the Chair of Lifesaving.
- (b) No order for rescission of suspension will be made by the Chair of Lifesaving unless the Member provides reasonable excuse to the satisfaction of the Board of Management.
- (c) If a Member fails to provide a reasonable excuse for non-attendance of a penalty Patrol to the Chair of Lifesaving within two (2) weeks of the date of the penalty Patrol which the Member missed, the membership of that Member automatically terminates on the date of two (2) weeks from the date of the penalty patrol missed.

11.8 Patrol exemption

- (a) Any member may by order of the Chair of Lifesaving be exempted (or partially exempted) from rostered Patrols or meeting the required number of Patrols for the Season if he/she perform any of the following duties on behalf of the Club:
 - (i) service as Club Officer ; or
 - (ii) Any other position within the Club which, in the reasonable opinion of the Chair of Lifesaving, has such responsibilities or time commitments that warrant that the Member be exempted from rostered Patrols (including, but not limited to IRB drivers and Age Group Managers).
- (b) Any Member who is granted an exemption under this clause must have the hours performed in the above functions recorded by the Administration Manager.
- (c) The Board of Management may by resolution reinstate any Member exempted under this clause to the Patrol roster.
- (d) Any Member who wishes to be granted a Patrol exemption under this clause must apply in writing and on the proper form as required by the Administration Manager.
- (e) Any exemption granted pursuant to this clause is only valid for the Season in which it is given.

11.9 Failure to perform sufficient number of patrols during a Season

- (a) The Board of Management may, at its absolute discretion, make rules or give directions as to the number, type and timing of Patrols that Members are to perform over the course of any Season and the consequences of any non-compliance.
- (b) Any failure by a Member to perform the required Patrols as directed or ruled by the Board of Management in (a) above may result in a suspension or termination of the Member's membership rights.
- (c) Active Members must perform a minimum of 18 hours of Member Services over the course of a Season, save for where an Active Member is given an exemption (either partial or full) from such requirement by either the Chair of Lifesaving or the Board of Management.

- (d) By the end of the Season if an Active Member has performed 6 hours or less of Member Services then the membership of that Active Member will be automatically terminated on the date of that Active Member's receipt of notice of such termination from the Chair of Lifesaving. The terminated Active Member may appeal to the Board of Management (via the Administration Manager) against such termination but only on the most exceptional grounds will the Board of Management entertain reinstatement of membership.
- (e) By the end of the Season if an Active Member has performed 12 hours or less of Member Services (but more than 6 hours) or has performed less than 18 hours of Member Services (but more than 12 hours) for the 2nd year in a row, then the membership of that Active Member will be automatically suspended on the date of that Active Member's receipt of notice of such suspension from the Chair of Lifesaving. The suspended Active Member may, then within 1 month of receipt of such notice, make submissions to the Chair of Lifesaving seeking revocation of such suspension and the Chair of Lifesaving will decide, at his/her absolute discretion, whether or not to revoke such suspension and the Chair of Lifesaving may impose terms on the relevant Active Member to be met before any such revocation is granted. In relation to any Active Members whose suspension is not to be revoked, the Chair of Lifesaving will table the list of such suspended Active Members before the next Board of Management Meeting for the Board of Management to consider whether or not to terminate the membership of such suspended Active Members.
- (f) By the end of the Season if an Active Member has performed less than 18 hours of Member Services (but more than 12 hours), such Active Member will receive a formal warning from the Chair of Lifesaving that the required Patrol hours were not met and any repeat may result in suspension and/or termination of membership. Any Active Member who is subject to a formal warning may, within 1 month of Chair of Lifesaving's notification, make submissions to the Chair of Lifesaving as to why the formal warning should be withdrawn and the Chair of Lifesaving will consider whether or not to withdraw the warning at his or her absolute discretion. Any Active Member whose has performed this level of hours for the second year in a row will be subject to the consequences set out in subparagraph (e) above (i.e. automatic suspension).
- (g) The requirements as to Member Services set out in subparagraphs (c), (d), (e) and (f) do not apply to Active Members who obtained the relevant Award in the Season to which these requirements as to Member Services apply save that if such Active Member attains the relevant Award prior to 1 January of the relevant Season then such Active Member must complete a minimum of 9 hours of Member Services for that Season, failing which the consequences set out in subparagraph (e) will apply to such Active Member.

12. SPONSORSHIP, PRIZE MONEY, FUNDRAISING, SUBSIDIES AND COACHING FEES

12.1 Sponsorship

- (a) Sponsorship of the Club
 - (i) If any person or body provides general sponsorship to the Club, the proceeds of the sponsorship will go into the general funds of the Club, as determined by the Board of Management.
- (b) Sponsorship of a Section
 - (i) If any person or body provides sponsorship to the Club but directs that the proceeds are to go to a Section of the Club, the proceeds of the sponsorship will go towards that Section.

- (ii) If the sponsoring person or body requires that the Club provide some service or perform some obligation as a condition to providing the proceeds of the sponsorship, the Club will be reimbursed from the proceeds of the sponsorship as to the value of the service or obligation to be performed by the Club before any proceeds of the sponsorship go towards the relevant Section.
 - (iii) The Board of Management may determine the value of the service or obligation to be performed by the Club.
- (c) Sponsorship of a Member
- (i) If any person or body provides sponsorship to the Club but directs that the proceeds are to go to a Member, the proceeds of the sponsorship will go towards the Section the Member is in and:
 - (1) if the proceeds are money, the money will go into the budget of the Section and will be applied by the Section Captain for the purpose of bettering the Member as a surf competitor; or
 - (2) if the proceeds are equipment, the equipment will become Club Equipment of the Section to be allocated to the respective Members.
 - (ii) If the sponsoring person or body requires that the Club provide some service or perform some obligation as a condition to providing the proceeds of the sponsorship, the Club will be reimbursed from the proceeds of the sponsorship as to the value of the service or obligation to be performed by the Club before any proceeds of the sponsorship go towards the Member.
 - (iii) The Board of Management may determine the value of the service or obligation to be performed by the Club.
- (d) Any proceeds of sponsorship directed towards any Section will remain within the Section and may not be transferred across Sections except with the consent of the Board of Management.
- (e) The Board of Management may reallocate sponsorship funds as required.

12.2 Prizes

- (a) Any Prize won by any Member in a Surf Event in the course of the Member competing:
 - (i) on behalf of the Club; or
 - (ii) on behalf of any non-Club team or organisation where selection of the member in the non-Club team or organisation resulted from the Member competing on behalf of the Club,will become:
 - (iii) if the Prize is money, part of the budget of the Section within which the Member competed and will be applied by the relevant Section Captain for the purpose of bettering the Member who won the Prize as a surf competitor; or
 - (iv) if the Prize is goods or Equipment, Club Equipment to be used for the benefit of the Section within which the Member competed and will be allocated to the Member who won the Prize.
- (b) The Board of Management may, in its absolute discretion, make such arrangements as it thinks fit in relation to Prizes:

- (i) the nature of which are not otherwise contemplated by clauses 1 2.2(a)(3) or (4); or
 - (ii) the treatment of which, if treated in accordance with clauses 1 2.2(a)(3) or (4) is inappropriate or inequitable.
- (c) Any Prize won by any Member will remain in the relevant Section or budget of the Section through which it was won and no Prize may be transferred across Sections except with the consent of the Board of Management.
- (d) If any Member:
 - (i) wins a Prize;
 - (ii) the Prize consists of money; and
 - (iii) the Member paid an entry fee or incurred an expense(s) out of his/her own pocket in order to win the Prize;

the Member will be reimbursed for the entry fee and/or expense(s) out of the Prize but for no more than the value of the Prize.

- (e) If any Member:
 - (i) wins a Prize;
 - (ii) the Prize consists of money; and
 - (iii) the Club paid an entry fee or incurred an expense(s) in the course of the Member winning the Prize;

the Club will be reimbursed for the entry fee and/or expense(s) out of the Prize but for no more than the value of the Prize.

12.3 Travel Subsidy Selection Criteria

- (a) As a participant of a Club touring team each competing Member may be eligible for Club subsidies and these subsidies will be determined by the Board of Management.
- (b) The following guidelines apply in determining a Member's subsidy:
 - (i) A subsidy rating shall be given to each Member who is competing (A, B, C, or D) with "A" being the highest rating and D a \$0 rating. The rating shall be split between two areas, Club contribution (outside of competition and training) and competition results and training. This will then give an average rating from these two areas in turn a dollar subsidy rating.
 - (ii) Each Section Captain is responsible for submitting a rating for each Member competing in the Australian Surf Lifesaving Championships. No other person can rate on their behalf.
 - (iii) The Club Captain is responsible for submitting a rating for the Member based on his/her contribution to the Club (outside competition and training).
 - (iv) The Chair of Surf Sports will chair the subsidy committee meetings ensuring a fair and accurate rating is given to each Member.

- (v) A Member may dispute his/her rating but only through a formal letter to the Chair of Surf Sports who will table the letter before the Board of Management which shall review the rating and make a decision which shall be final.
- (vi) The Board of Management may, at its discretion and subject to available funds, provide additional subsidies to Members based on their performance at the Australian Surf Lifesaving Championships in the previous year.

12.4 Payment of Coaching Fees

- (a) If a Section Captain seeks to have any coaching fees for any Member(s) paid for by the Club (whether by reimbursement of the relevant Member or direct payment):the relevant coaching fees must be within and provided for in the annual approved budget for the relevant Section;
- (b) the relevant coaching fees must have been incurred in respect of the Season or as otherwise approved by the Chair of Surf Sports upon recommendation of the relevant Section Captain; and
- (c) in respect of any reimbursement of a Member for such coaching fees, such Member must have competed in all Surf Carnivals over the course of the Season, except where otherwise authorised by the Surf Sports Chair

13. CHAMPION COMPETITOR (GRAHAM RUSSELL AWARD)

13.1 Purpose of Policy

This by-law describes the process for the selection of the Champion Competitors of the Club. Champion Competitors are those persons who have competed for the Club and consistently demonstrated the values that the Club emphasises and honours as defined in Clauses 1.5.1, 1.5.2 and 1.5.3.

13.2 Name of The Medal

All Champion Competitors identified shall be awarded the Graham Russell Medal. The Graham Russell Medal has been struck in recognition of Graham's lifetime contribution and achievements with the Club as he embodied all the attributes that the Club aspires a person to be.

13.3 Inauguration

The inaugural 44 Champion Competitors were identified and recognised for the first time in 2019 to celebrate the Club's Centenary. Champion Competitors will henceforth be identified and recognised each year should he or she satisfy the assessment criteria defined in Clause 1.5.

13.4 Club Records

At the conclusion of each season it shall be the responsibility of the Administration Manager (or his or her delegate) to record the results of all the Club competitions for that season.

13.5 Assessment Criteria

13.5.1 Quantitative Criteria

A minimum of 17 points must be accumulated for each competitor both male and female to qualify for consideration as a Champion Competitor. Points are available as follows:

- (a) Gold Medal in an individual WA Open final – 3 points

- (b) Half points for Gold Medal in a WA Open relay or team event
- (c) Medal in an individual Australian Open final – Gold 6 points, Silver 4 points, Bronze 2 points
- (d) Half points for a Gold, Silver or Bronze Medal in an Australian Open relay or team event

13.5.2 Qualitative Criteria

As well as the quantitative assessment a qualitative assessment will be made of an athlete as follows:

- (a) Integrity, where an athlete will not be considered if he or she has been subject to a disqualification, recognised by the Governing Body, which precludes them from competing for reasons of use, or consumption of, performance enhancing drugs or banned substances, or use of illegal performance enhancing techniques.
- (b) Sportsmanship and commitment to excellence.

13.5.3 General Criteria

- (a) An individual event is where one person acts alone or two or more persons act together at the same time, finishing at the same time to achieve the result.
- (b) A relay is an event where two or more persons act together but at different times, finishing at different times to achieve the result.
- (c) A weighted average is applied to provide emphasis to medals won at the Australian Championships.
- (d) In the first 100 years the assessment against the criteria was identified over three distinct eras:
 - (i) 1919 – 1940
 - (ii) 1941 – 1960 and
 - (iii) 1961 – 2018
- (e) Each era is distinct as follows:
 - (i) Era 1919 – 1960 represented disciplines (e.g. R & R) and formats (e.g. boats turn on a single buoy) that no longer apply.
 - (ii) Era 1961 onwards represent disciplines and formats that currently apply.
 - (iii) Opportunity to compete at Australian level were non-existent pre WWII and extremely limited between 1941-1960.
 - (iv) Opportunity to compete at Australian Championships became widespread and normal from 1961 onwards.
- (f) In the first 100 years a minimum of 17 points was applied to all eras.
- (g) All women's results since 1961 were included.
- (h) Age group, Reserves and Masters events are not considered as part of the Quantitative Criteria pursuant to 1.5.1.
- (i) Events which appear in some years and not in others are not included in the assessment so as to allow a consistent comparison across all eras.

13.6 Role of the Life Membership Committee

The Life Membership Committee is charged with meeting at the end of each season and prior to the Annual Dinner in order to:

- (a) Consider the results presented to them by the Administration Manager and apply the criteria in Clause 7.5 in order to ascertain if any competitor qualifies as a Champion Competitor.
- (b) Make a recommendation to the Board of Management in respect of any competitor or competitors who qualify to be considered for Champion Competitors.

13.7 Award of Champion Competitor

Each Champion Competitor will be selected and awarded the Graham Russell Medal at any function of the Club following the approval of the recommendations of the Life Membership Committee by the Board of Management.



LIFE MEMBERSHIP—NOMINATION FORM

Please complete all sections and address all criteria with as much detail and supporting evidence as possible, if the section is not applicable, please mark it NA.

Please review the whole form prior to completing it.

PREREQUISITE TERM OF SERVICE		
15 years minimum membership at North Cott (starting at age 18)	Yes/No	Insert years of membership (18 years plus) at North Cottesloe.
Which includes, either		
10 years unbroken distinguished service	Yes/No	
12 years broken distinguished service	Yes/No	
SUMMARY OF DISTINGUISHED SERVICE - WHY YOU ARE NOMINATING THEM?		
<p>This section should provide a summary (few paragraphs only) of why this person is being nominated, including as a minimum:</p> <ul style="list-style-type: none"> ▪ What service they provided that is distinguished and beyond that expected for a long service member ▪ When – include specific dates and events. ▪ Why they did what they did (selfless, generous, for the greater good) ▪ How they provide the service (what values, traits did they demonstrate that align to being a LM) 		

VOLUNTEER POSITIONS HELD AND YEARS (non-paid positions)	
Board (elected) Positions	President. Treasurer etc.
Appointed Positions, e.g., section captains, club committee members	Boat, ski, beach captain, strategy, and governance committee
Support positions with an Award or Surf Qualifications Required. E.g. Coach, age group manager	Ski, sprint coach, nippers age group manager
Support position with no award required. E.g., Social, or fundraising committees, merchandise officer, club representation at outside organisation.	All the other tasks around the club that get done selfishly often by the anonymous few. BBQ duty, cleaning, busy bees, exercise classes, yoga, mental wellbeing, youth work
LIFESAVING AWARDS	
List all lifesaving awards (including those no longer current) and year received	<ul style="list-style-type: none"> ▪ Bronze 1973, ▪ ART 1984 ▪ Trainer, and assessor, ▪ IRB Driver (1992) Crew (1993)
COMPETITIVE CONTRIBUTION – Including officiating & coaching	
State Officiating	Please list year and event <ul style="list-style-type: none"> ▪ Boat arena 1985, 86, 87, 89
National Officiating	<ul style="list-style-type: none"> ▪ Boat arena 1986, 87 and 89 ▪
State Finalist	<ul style="list-style-type: none"> ▪ 1977 ski relay ▪ 1977 double ski
State Medalist	<ul style="list-style-type: none"> ▪ 1977 double ski gold medalist
National/Worlds Finalist	
National/ Worlds Medalist	
Coaching	
PATROLLING SERVICE	
Years of patrolling service	
OUTSTANDING SERVICE AWARDS	
Club Level	Patrol person of the year, club member of the year
State Level	
National Level	
VERIFICATION	
<p>Please provide information to enable the Life membership committee to verify any claims made above that are not easily verified by club records. For example, if you have described the nominee’s contribution as significant or instrumental in driving a change, we need to be able to verify these terms.</p> <p>If there is a lack of hard evidence, please include minimum of 2 persons whom the LMC can contact to verify claims made.</p>	

Nominated byDate

Seconded byDate