



POINT LEO SURF LIFE SAVING CLUB

Governance & Policies Manual

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CODE OF CONDUCT

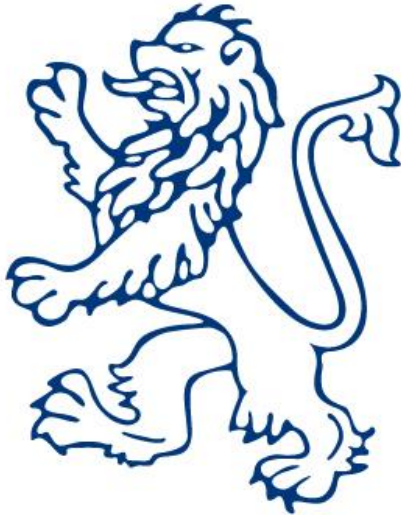
**ROLES &
RESPONSIBILITIES**

**CLUBHOUSE
ADMINISTRATION**

POLICIES

**GOVERNANCE &
POLICIES MANUAL**

MEMBER AWARDS





Governance and Policies Manual

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1. Code of Conduct

As a Point Leo SLSC member you should meet the following requirements in regard to your conduct during any sanctioned activity:

1.1 Member's Code of Conduct

- Respect the rights, dignity and worth of others
- Be fair, considerate and honest in all dealings with others
- Be professional in, and accept responsibility for, your actions
- Make a commitment to providing quality service
- Be aware of, and maintain an uncompromising adherence to, LSV's standards, rules, regulations and policies
- Operate within the rules of lifesaving including national and international guidelines that govern LSV

1.2 Competitor's Code of Conduct

- Participate by the rules
- Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition
- Control your temper. Verbal abuse of officials and sledging other competitors, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport
- Work equally hard for yourself and/or your team. Your team's performance will benefit, so will you
- Be a good sport. Applaud all good efforts made by your team or the opposition
- Treat all competitors in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor
- Cooperate with your coach, team mates and fellow competitors. Without them there would be no competition
- Participate for your own enjoyment and benefit, not just to please parents and coaches
- Respect the rights, dignity and worth of others

1.3 Parent's Code of Conduct

- Remember that children participate in lifesaving for their enjoyment, not yours
- Encourage children to participate, do not force them
- Focus on the child's efforts and performance rather than winning or losing
- Encourage children always to participate according to the rules and to settle disagreements without resorting to hostility or violence
- Never ridicule or yell at a child for making a mistake or losing a competition
- Remember that children learn best by example. Appreciate good performances and efforts by all competitors
- Support all efforts to remove verbal and physical abuse from training/competitive activities
- Respect officials' decisions and teach children to do likewise
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate
- Respect the rights, dignity and worth of others

1.4 Administrator's Code of Conduct

- As a club office bearer you should meet the following requirements in regard to your conduct during any club sanctioned activity
- Respect the rights, dignity and worth of others
- Be fair, considerate and honest in all dealings with others
- Be professional in, and accept responsibility for, your actions. Your language, presentation, manner and punctuality should reflect high standards
- Resolve conflicts fairly and promptly through established procedures
- Maintain strict impartiality
- Maintain a safe environment for others
- Be a positive role model for others
- Be aware of, and maintain an uncompromising adherence to, club, LSV and national bodies standards, rules, regulations and policies



1.5 Coach's Code of Conduct

- Remember that young people participate for pleasure and winning is only part of the fun
- Never ridicule or yell at a young competitor for making a mistake or not coming first
- Be reasonable in your demands on members' time, energy and enthusiasm
- Operate within the rules and spirit of lifesaving and teach your members to do the same
- Ensure that the time members spend with you is a positive experience. All young people are deserving of equal attention and opportunities
- Avoid overplaying the talented members; the just average need and deserve equal time
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all members
- Display control, respect and professionalism to all involved with life saving. This includes fellow members, competitors, coaches, officials, administrators, the media, parents and spectators. Encourage your members to do the same
- Show concern and caution toward sick and injured members. Follow the advice of a physician when determining whether an injured member is ready to recommence training or competition
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people
- Any physical contact with a young person should be appropriate to the situation and necessary for the member's skill development
- Respect the rights, dignity and worth of others

1.6 Trainer's Code of Conduct

- Encourage young people to develop basic skills in a variety of lifesaving disciplines and discourage over specialisation in one event
- Create opportunities to teach appropriate behaviour as well as basic skills
- Give priority to free play activities, skill learning and modified events over highly structured competition for nippers
- Prepare young people for intra and inter club competition by teaching them basic lifesaving skills
- Make young people aware of the positive benefits of participation in lifesaving activities
- Keep up to date with training practices and the principles of physical growth and development. Read and use the latest training and teaching resources for junior lifesaving
- Help young people understand the differences between the junior competition they participate in and professional lifesaving
- Help young people understand that competing by the rules is their responsibility
- Give all young people equal opportunities to participate in administration, coaching and officiating as well as competing
- Support implementation of the national junior sporting and development programs
- Respect the rights, dignity and worth of others

1.7 Official's Code of Conduct

- Modify rules and regulations to match the skill levels and needs of young people
- Compliment and encourage all competitors
- Be consistent, objective and courteous when making decisions
- Condemn unsporting behaviour and promote respect for all competitors
- Emphasise the spirit of lifesaving rather than the errors
- Encourage and promote rule changes, which will make participation more enjoyable
- Be a good sport yourself. Actions speak louder than words
- Keep up to date with the latest trends in officiating and the principles of growth and development of young people
- Remember, you set an example. Your behaviour and comments should be positive and supportive
- Place the safety and welfare of the competitors above all else
- Give all young people a 'fair go'

1.8 Spectator's Code of Conduct

- Remember that people participate in lifesaving for their enjoyment and benefit, not yours
- Applaud good performance and efforts from all individuals and teams
- Congratulate all competitors on their performance regardless of the event's outcome
- Respect the decisions of officials and teach young people to do the same



-
- Never ridicule or scold a young competitor for making a mistake. Positive comments are motivational
 - Condemn the use of violence in any form, whether it is by spectators, coaches, officials or competitors
 - Show respect for your team's opponents. Without them there would be no competition
 - Encourage competitors to follow the rules and the officials' decisions
 - Do not use foul language, sledge or harass competitors, coaches or officials
 - Respect the rights, dignity and worth of others

**Approved by Committee
May 2014**



2. Roles and Responsibilities

2.1 Duties of Office Bearers

Refer Point Leo SLSC Committee Role Descriptions separate documentation at the end of this document

**Approved by Committee
June 2020**



2.2 Delegation Schedule

The Committee of Point Leo SLSC is responsible for the overall management of the affairs of the Club. Only it has the authority to commit the Club to any legal binding arrangement or approve expenditure.

Members must not incur costs or commit the Club to any expenditure without prior approval.

This schedule sets out the matters where the Committee has delegated its authority.

Treasurer

The Treasurer may approve and pay:

- a) All amounts for which approval has previously been granted by the Committee;
- b) Utility accounts (Telephone, Gas, Water, Electricity);
- c) Any affiliation or capitation fees due to SLSV or SLSA;
- d) Government charges, registration fees, vehicle registration fees; and
- e) Reimbursements of expenses incurred up to \$200.

Treasurer plus President

May approve any expenditure up to \$1,000.

Treasurer and President plus Secretary or Club Captain

Where it is not practicable to obtain full Committee approval (e.g. insufficient time) may approve expenditure up to \$3,000.

If the Treasurer or President are not available either the Secretary or Club Captain may act in the absent person's place provided that one of the Treasurer or President should be available.

**Approved by Committee
November 2003**



2.3 Summer Caretaker Position Description

Location: Point Leo Surf Life Saving Club
Western Parade Point Leo, Victoria, 3916

The Clubhouse Caretaker is viewed as an integral part of the facility offered by the Point Leo SLSC Inc in providing for sporting, cultural and educational pursuits.

Responsibilities include but are not limited to:

- Lock and unlock the Clubhouse;
- Clean the Clubhouse e.g. vacuuming, sweeping, cleaning of toilets, change toilet paper. Caretaker may arrange for Members staying overnight to undertake these tasks;
- Maintenance of the Clubhouse as appropriate;
- Purchase housekeeping supplies for the Clubhouse (subject to Committee approval);
- Take bookings for bunkhouse e.g. Members wishing to stay over
- Ensure that only Members are in bunkrooms
- Ask misbehaving people to leave
- Make reports to Disciplinary Committee
- Enforce Clubhouse rules (including Curfew) and acceptable standards of behaviour;
- Enforce any relevant SLSA policy e.g. Alcohol, Equity, Member Protection;
- Collect any monies e.g. as advised by Clubhouse Bookings Facilitator, (monies to be receipted and passed onto the nominated person).

Duration of Role

The Clubhouse Caretaker's role will commence on Boxing Day and conclude on the Australia Day holiday unless otherwise agreed.

The Clubhouse is accessible to Members seven days a week over the summer school holidays. Whilst the Caretaker is not required to be present during the day (when Patrols/Lifeguards are present) they should be present each night. If the Caretaker is not available for any reason they should advise the President/Club-Captain so that other arrangements for Clubhouse security can be made.

Remuneration

The position is unpaid in exchange for board. Reasonable costs incurred with the consent of the Committee will be reimbursed. The applicant should realise and accept that we are a non-profit organisation.

Accountability

Directly responsible to the President or in their absence, the Club Captain.

Special Considerations

Applicants are advised that a probity check with Victorian Police may be undertaken by Point Leo Surf Life Saving Club upon the applicant's consent being given.

Caretaker Flat

The Caretaker will have the right to utilise the Caretaker Flat for the duration of the Caretaker's duties. Outside of the duty period (summer holidays) the flat should be vacated. This will allow utilisation by teachers/camp leaders etc who book the Clubhouse for group accommodation at other times of the year.

Approved by Committee
November 2003



3. Clubhouse Administration

Point Leo Surf Life Saving Club (SLSC) Incorporated is a Club – a voluntary association of people with similar interests who come together for a common purpose and the enjoyment of each others company. It has been built and maintained by the donated labour of its Members or their contributions. The Club is not a public place and it is not provided for the entertainment of non-members.

Clubhouse Summary of Rules

- i. Only Club Members and their guests may use the premises
- ii. Members are responsible for their guests
- iii. Guests must be signed in to the Visitors Book
- iv. Maximum of 2 guests per member
- v. **No Alcohol may be consumed by persons less than 18 years of age.**
- vi. Generally access to the Club will be:
 - o 8:00am to 11:00pm during Summer School Vacation and Saturdays during patrol season;
 - o During Patrol Hours on Sundays; and
 - o Such other times as are approved by the Committee.
- vii. Unless accompanied by a parent or guardian only Members aged 15 years or over may stay overnight at the Clubhouse.
- viii. Unaccompanied members under 18 years of age are only permitted to stay overnight at the Clubhouse at those times that the Caretaker or a Club Committee representative is in residence.
- ix. Members may only stay at the Clubhouse if they are engaged in official Club activities such as Patrols, Training or Working Bees or otherwise contribute to the operation of the Club during their stay
- x. Only Members are permitted in bunkrooms and then only for sleeping. You are not to be in a bunkroom nominated for the opposite gender.
- xi. Members are responsible for keeping the Club premises clean and tidy. Members must clean up after themselves and their guests. This includes returning all furniture or equipment to its correct location, washing and putting away dirty dishes and placing rubbish in the appropriate bins.
- xii. All persons using the club must behave courteously at all times.

The above list is a summary of the Rules. Reference should be made to the Club Constitution and the complete rules for further detail. If you have any queries, contact the Club President or a Committee member.

**Approved by Committee
March 2008**



3.1 Clubhouse Rules

General Use of Clubhouse

These Rules are established to ensure the sound management and proper enjoyment of the Point Leo SLSC Clubhouse and its equipment.

In addition to this general proposition, the Club has legal limits on how it may use the Clubhouse under the terms of:

- its lease from the Government
- the Liquor Licencing Laws
- general laws including those that impose a duty of care on the Club, the Committee and individual members.

Over the summer period in particular, the Club is used by many people for various purposes or events. Members are asked to respect the rights of others to access a safe and clean environment.

Use of Premises

Only Members and approved guests may use the Club's premises.

Access Hours

Access to the premises will be subject to appropriate security arrangements being able to be made (e.g. locking/unlocking).

Generally access to the Club will be up to, but not exceeding:

- 8:00am to 11:00pm during Summer School Vacation and Saturdays during patrol season;
- During Patrol Hours on Sundays; and
- Such other times as are approved by the Committee.

Only Members staying overnight may be on the premises outside these hours.

Guests

Members may invite two guests onto the premises; the guests must remain in the company of the Member at all times and must leave the premises when the Member leaves. The Member is responsible for the conduct of their guest(s) at all times. Guests should be signed into the book kept for that purpose at the front entrance.

Guests may only be introduced to the Club a maximum of four (4) times a year (unlimited number of introductions in the case of direct family members.)

Cleanliness

Members are responsible for keeping the Club premises clean and tidy. Members must clean up after themselves and their guests. This includes returning all furniture or equipment to its correct location, washing and putting away dirty dishes and placing rubbish in the appropriate bins.

Alcohol

No person under the age of 18 years of age is permitted to consume alcohol. The Club has a detailed alcohol policy that is displayed in the Clubhouse.

If a Member or their Guest under the age of 18 appears to be affected by alcohol their parents will be contacted and they will be asked to remove them.

Unacceptable Behaviour

All persons using the Clubhouse should behave courteously at all times. Threatening, violent or abusive behaviour is unacceptable. Club facilities, equipment and furnishing must be treated properly.



Locking Premises

The last person to leave the Clubhouse is responsible for securing the premises including turning off lights and locking all external doors to the Clubhouse and complex.

Utilisation Of Clubhouse

November – Easter	Patrol Period Weekends and public holidays available for Club purposes only.
December – January	Summer School Vacation Club purposes only including Bronze Camp.
Remainder of year	May be hired out either weekdays or weekends subject to Club requirements.

Enforcement Of Rules

- Members and Guests must comply with any lawful directive of a Club Committee representative or the Caretaker.
- Any breach of these rules will result in the offender being liable to one or more of the following sanctions:
 - immediate suspension of privileges, i.e. they may be required to immediately leave the Clubhouse
 - a report to the offender's parent or guardian if they are under 18 years of age
 - withdrawal of access rights to the Clubhouse
 - payment for any loss or damage
 - report to the Discipline Committee of the Club or other disciplinary action under the Club Constitution
- Any damage, breakage, malfunction, security breach or serious injury must be brought to the attention of a Club Committee representative as soon as possible.

**Approved by Committee
March 2008**



3.2 Clubhouse Use Rates

Facility Hire

a) Club Member Functions	\$150 - \$300
b) Community Groups	\$150 - \$300
c) Commercial Events/Functions	\$250 - \$1,500.00
d) Use of Clubhouse excluding multipurpose Training Room (downstairs general purpose room, change rooms, toilets and showers)	
i. 10 persons or less	\$125
ii. 11 to 20 persons	\$175
iii. 21 to 40 (maximum) persons	\$200
e) Use of Multipurpose Training Room (including downstairs general purpose room, change rooms, toilets and showers)	
i. 10 persons or less	\$150.00
ii. 11 to 20 persons	\$200.00
iii. 21 to 40 (maximum) persons	\$250.00

Equipment Hire

Equipment Hire is subject to approval of Club Captain, Gear Steward, Junior Activities Co-ordinator or Board Captain as appropriate. Lifesaving equipment must only be used under instruction by a qualified instructor. Club member supervision may be required.

a) Rescue Boards/Racing Boards	\$15 per board
b) Nipper Boards (Foamies)	\$10 per board
c) Rescue Tubes	\$8 per tube
d) IRB operation	\$100 Base amount plus \$30 per hour (or part) of operation
e) BBQ (includes gas) per session	\$30

Notes

- Rates are indicative and will vary depending on: Area required, facilities required, tours, time of day and time of year, purpose of hire.
- The Committee may waive all or part of any fees for individuals/groups where there are special circumstances (e.g. offsetting benefits, collated benefit to Club).
- All rates are inclusive of GST.
- Hirer will be responsible for obtaining any Permits, Special Liquor Licences, etc.
- Clubhouse will not be hired if there is a risk of damage to property, inappropriate uses or impact on reputation or standing of the Club.
- Hirer must complete relevant application form.

**Approved by Committee
March 2023**



3.3 Clubhouse Booking Form (moved to online form 2014)

Hirer's Name:

ABN:

Address:

POST CODE

Contact Person:

Telephone: **BH:** **AH:** **MOB:**

Email:

Please Indicate Facilities/Equipment Required:

Facility Hire: Overnight Accommodation: Equipment Hire:

Period Required: Arriving: Date: / / Time: **AM/PM** Date: / / Time: **AM/PM**

Number of Guests: Male: Female:

If any guests are under 18 please indicate:

How Many: Range: No. of Responses

Purpose of Visit:

The Hirer agrees to be bound by the Attached Conditions of Hire.

Signature Name (Printed) Date

To be completed by Club representative

Hire Fee (inclusive GST) \$

Deposit: \$ \$

Booking Application Accepted by: Date:

Approved by Committee
October 2007



3.4 Clubhouse Hire Conditions

1. **Offer:** This application is not an agreement to hire until it has been accepted by the Club and any required deposit or bond paid.
2. **Reasonable Endeavours:** Notwithstanding the acceptance of a booking, should the Premises or Equipment be unavailable for the Hirer for any reason whatsoever the Club will refund any money paid and will have no further liability to the Hirer or any other person provided always that the Club will use its reasonable endeavours to provide the Premises in accordance with the Hirer's booking.
3. **Deposit:** Where a deposit is paid, this will be deducted from the hire fee.
4. **Bond:** A bond may be required as security for the due performance of the Hirer's obligations, including to compensate for any loss, damage or cleaning. The bond will be retained until inspection of the Club Facility at the end of the hire period. Payment or forfeiture of the bond is in addition to any other rights against the Hirer.
5. **Loss and Damage:** The Hirer will be responsible for any loss of or damage to any part of the Club Facility or its fittings, fixtures, furniture, chattels and any Equipment. Any loss or damage must be immediately reported to the Club.
6. **Equipment:** Unless expressly agreed otherwise the Hirer will not be entitled to the use of any Equipment. Where Equipment is hired the Hirer is responsible for ensuring its fitness for the required task and proper use and operation by competent and qualified persons.
7. **Cleanliness:** The Hirer is responsible for cleaning of the Premises and Equipment during and at conclusion of the Hire. The Premises must be left at conclusion of the hire in the same condition in which they were found, fair wear and tear excepted.
8. **Food & Drink:** No food or drink is permitted in bunkrooms. Unless otherwise agreed all food etc must be removed from the Premises at conclusion of the hire.
9. **Heating:** A wood fired heater is available. Wood is not provided but may be purchased by the Hirer or can be arranged by the Club at the Hirer's cost.
10. **Utilities:** The Hire fee includes electricity, water and gas for normal residential requirements of the Hirer's nominated guests.
11. **Permits:** The Hirer is responsible for obtaining any necessary permits, liquor licences, etc.
12. **Employment:** The Club does not provide paid lifeguards, trainers or other personnel. Some Associates may be available to provide services and arrangements should be made directly with them. The Hirer is responsible for all matters regarding the employment or contracting of Associates, including as to insurance, taxation, Workcover and OH&S.
13. **Liability and Indemnity:** Neither the Club nor its Associates will be liable for any death, injury, loss or damage to any person or property arising out of or in connection with the hire or use of the Premises or Equipment ("Defined Occurrence") whether caused or occasioned by the negligence, breach of duty or otherwise of the Club or Associates. The Hirer will indemnify and hold harmless the Club and Associates against all claims, actions, damages, loss, cost or expenses from any liability that may be imposed by law for any Defined Occurrence.
14. **Insurance:** Unless excused by the Club in writing, the Hirer must maintain General Liability Insurance in the sum of not less than \$5 Million covering the Hirer and the Club as a named insured.
15. **Definitions:** In these conditions:
 - **"Associates"** means the committee members, officers, employees, agents and members of the Club.
 - **"Club"** means Point Leo Surf Life Saving Inc, ABN 89 066 902 547.
 - **"Club Facility"** means the Clubhouse complex, including the Premises, and surrounding areas under the control of the Club, situated at Western Parade Point Leo.
 - **"Equipment"** includes vehicles, IRB's, surf craft, boats, boards, mannequins and all operational and training gear, apparatus, devices and tools
 - **"Hire"** includes supply without charge.
 - **"Premises"** means the area hired comprising the main Club facility situated at Western Parade Point Leo including kitchen, bunkrooms (overnight bookings only), toilet and bathroom facilities and living areas. Unless expressly agreed otherwise Premises excludes the Club equipment storage complex, observation tower, first aid and patrol rooms and such other areas as may be designated off limits by the Club.



3.5 Emergency Evacuation Procedure

Step 1: The need for evacuation is identified either by smoke alarms activating or a person raising the alarm.

Step 2: All occupants proceed in an orderly fashion via the nearest marked exit to the outside of the building.

Step 3: Proceed outside the building to Assembly Point under the streetlight in the carpark. In the case of bushfire, assemble on the beach at the water's edge, directly south of the Clubhouse.

Step 4: Senior person present (or Warden if appointed) ensures all occupants have evacuated, by checking bunkrooms and toilets – only if safe to do so.

Step 5: Senior person present (or Warden if appointed) count personnel at Evacuation Assembly Point. If necessary and safe, Warden to instigate a search for absent personnel.

Step 6: Notify emergency services (phone 000) or Ranger (5989 8333) if necessary.

Step 7: Remain at Assembly Point or alternative safe location as necessary.

NOTE. It is recommended that a person be assigned to act as Evacuation Warden and this procedure be reviewed and exits identified, on arrival at the Clubhouse.

Approved by Committee



3.6 Facility Access and Keys Policy

This Policy outlines the criteria for allocating keys to access the Club, to ensure the security of Club assets and the safety of members and the public, while also permitting members the opportunity to utilise their club facilities.

1. Access to the Club and associated gear complex is generally available to all members during active periods at the Club such as patrolling hours, training periods and social events. Outside of these times, the Club maintains a policy of limiting access to those members who have a specific need for the purposes of Club business, training or other reasonable needs.
2. Key allocation will be as follows
 - a. Keys and fobs will be issued to **Committee members** (on request) and **Patrol Captains**
 - b. Any other member who has a reasonable requirement for access to the Clubhouse may be issued a key and fob at the discretion of the Committee.
 - i. A member wishing to have a key and fob should apply to the Secretary, specifying why a key is required.
 - ii. Authorisation may be given any two of the President, House Administrator, Club Captain, Treasurer and Secretary.
 - c. The internal access limits of the specific keys will vary according to need and responsibility.
3. Any key and fob combination issued will require a \$20 deposit, which will be refunded upon their return.
4. A key register will be maintained listing all keys/fobs issued and any deposit paid. The key register will be reviewed annually following membership renewals to determine whether the current allocation of keys/fobs is appropriate and whether any keys/fobs should be returned.
5. Any person issued with a key may lend their key to another member, but only for a specific purpose and a specific time.
6. Keys may not be lent to non-members.
7. Nominated Committee Members will be issued additional keys/fobs to lend to Hirers.
8. Keys/Fobs must be returned as follows:
 - a. Upon a person ceasing to be a member
 - b. Upon a person retiring, resigning their Position or not being re-elected (unless they apply to retain the key/fob as per 3b above)
 - c. Following routine review of the Key Register or otherwise at the request of the Committee.

Approved by Committee
September 2011



4. Policies

4.1 Alcohol Policy

Liquor consumption in the clubhouse is regulated by the Liquor Control Act 1987. As such the Club is subject to a number of important legal obligations and rules.

For the following reasons it is important that the Point Leo Surf Life Saving Club provides clear guidelines to its members in relation to alcohol consumption.

- We promote a positive image to the public, particularly young people, of a community service in a healthy, outdoor environment.
- Surf Life Saving Victoria and we have major sponsorships from companies, who manufacture and market alcohol products.
- We accept that alcohol is part of the social culture and we may responsibly use alcohol in connection with social and fundraising activities.

The Point Leo Surf Life Saving Club Alcohol Policy is that:

1. The Liquor Control Act, local by-laws and all regulations relating to alcohol be fully complied with at all times
2. All terms and conditions of the Club's liquor licence be fully complied with at all times, by members and guests of members.
3. Consumption of alcohol by underage persons will not be tolerated under any circumstances
4. The only acceptable evidence of age in respect to underage matters is a valid:

Drivers licence LLV(LLC) Proof of Age Card Keypass Card Passport

5. We recognise the importance of responsible alcohol use, particularly in relation to intoxication and underage drinking in the Clubhouse, its surrounds and on tours.
6. Responsible alcohol consumption be promoted through:
 - The ready availability of alcohol free and low alcohol drinks
 - The availability of food when alcohol is being consumed
7. It is not appropriate for under age members to wear, display or be associated with alcohol advertising eg on clothing, craft or surrounds.
8. The only alcohol permitted in the club's premises will be that supplied from the bar.
9. Members and Guests of members are to ensure that the level of noise emitted from the clubhouse not exceed permissible noise levels
10. A copy of the Licence be prominently displayed on the licensed premises in a manner that invites attention.
11. Members and guests should understand that breaches of the Liquor Control Act may result in criminal prosecution for both the individuals concerned and the Committee.

Bar Opening Times will be set by the Committee within the following Times permitted by the Club's Licence:

Monday to	Thursday	Between	5.00 pm	To	8.30 pm
Friday		Between	5.00 pm	To	12 midnight
Saturday		Between	1.00 pm	To	1.00 pm next day
Sunday		Between	12 noon	To	8.00 pm

Licensee: Point Leo Surf Lifesaving Club Inc
Type of License: Restricted Club License

Approved by Committee



4.2 Patrol Obligations Policy

Introduction

Patrol is the core of surf lifesaving and creates a foundation for which so many activities and opportunities can springboard from. Point Leo SLSC strives to provide the best for its members and the community it serves. This policy outlines the expectations and principles that govern patrolling at Point Leo SLSC.

Definitions

Championship Events refers to SLS Champion competitions including State Champions (including Youth, Senior or Master) or Australian Championships

Membership Categories (see Rule 8.2 of the Point Leo SLSC Constitution)

Out of Hours Patrol hours are patrol hours that a member receives for partaking in an out of hours rescue or an emergency call-out. Out of Hours Patrol Hours are treated the same as Patrol Hours for the purpose of competition eligibility.

Paid Patrol Service is the patrol service put on by Life Saving Victoria using paid employees of the Association

Patrol hours consist of the rostered, substitute or voluntary hours for which a member is physically present at Point Leo SLSC patrol

Patrol Obligations include all voluntary, rostered, substitute, Duty Officer, water safety at club and inter club activities and special events – including the operational duties at the Boxing Day Swim Classic where members are required to be in full lifesaving uniform and signed onto patrol first. Patrol obligation hours are relevant to competition eligibility under Option A of the SLS Policy 5.04.

Penalty Patrol Hours are the hours that a member does as a 'punishment'. They do not count towards hours for competition eligibility or annual record keeping.

Voluntary Contributions include hours of other service recognised by the club for competition eligibility under Option B of the SLS Policy 5.04. These hours include:

- Activity leading at the Junior Surf Lifesaving Program (nippers) including both beach and water activities
- Qualified and club approved coaches at Junior and Senior Surf Sports training sessions
- Qualified officials officiating at LSV or SLS Championships
- Hours spent by qualified training officers and assessors conducting awards training or assessing (including trainee trainers and trainee assessors)

Volunteer Hours consist of hours of serviced volunteered to the club that can be recognised in lieu of patrol hours under Option C of the SLS Policy 5.04. The member is required to submit a request and supporting evidence to the Point Leo Committee to also be approved by LSV under this Option. To submit this request, the member must send supporting evidence to the executive committee by November 15th. These hours may include:

- Club committee positions
- Club members contributing in a significant volunteer club activity other than competition
- Members undertaking lifesaving duties in other areas such as offshore rescue boat, aerial services, support services, operation support and similar areas of active surf lifesaving
- Members of the armed services on special deployment
- Health care professionals providing first aid the Junior Surf Lifesaving Program (nippers), Club approved events and carnivals
- Fundraising
- Age Group Managers (AGMs) at Nippers

Patrol Expectations

Patrollers must comply with Life Saving Victoria's Standard Operating Procedures located on the LSV website and in the Point Leo SLSC Patrol Room.

Patrolling members must be familiar with and comply with SOP 1.03 – Patrol Member Duties. This is to be circulated by the Club Captain and Vice Club Captain with the patrol teams and roster at the beginning of each patrol season.



All personnel on patrol must be current members and proficient in those awards they are representing at their patrols (refer SOP 10.10 – Annual Skills Maintenance) as ONLY members with the appropriate qualifications are to operate the respective equipment e.g., IRB must have relevant award, unless undergoing training as per the SLSA and LSV Procedures.

Skills Maintenance

All Active, Active Reserve and Cadet members shall pass the annual skills maintenance update. Point Leo SLSC requires Members to complete their Skills Maintenance prior to 31 December of each year.

Patrolling members MUST complete their Skills Maintenance before the first time they patrol in the new year.

Competing members MUST complete their Skills Maintenance before the close of entry to the first carnival in the new year.

Long Service members shall pass the annual skills maintenance update to patrol and compete. Life Members only need to do the skills maintenance update if they wish to patrol and/or compete.

To facilitate patrols and patrol rosters, all proficient members shall be deemed proficient until 31 December.

Eligibility for Competitions

Competition eligibility is governed by this Club policy as well as the SLSA Competition Eligibility Policy 2022 (5.04) and SLSA Guidelines for Competition Eligibility 2017.

All members who wish to compete for Point Leo SLSC must be a financial member, be proficient (qualified) and have satisfied the patrol requirements for competition eligibility for LSV or SLS Championship Events.

Nipper members wishing to compete in Under 15 events must be aged 13 years old during that season, have a proficient Surf Rescue Certificate award and have completed the required number of patrol hours.

Patrol Requirements for Competition Eligibility

In order to be eligible for LSV and SLSA Championship Events, a club member must complete either:

OPTION A: 16 hours of patrol obligations

Note: For a full list of activities that count as patrol obligations for Option A see the definitions section or table below

OR

OPTION B: A minimum of 8 hours of patrol, and then a further 8 hours of other voluntary contributions

Note: For a full list of activities that count as voluntary contributions for Option B, see the definitions section or table below

OR

OPTION C: Voluntary duties relating to Point Leo’s operations that the club will recognises in lieu of hours based on Options A or B. In order to be eligible to compete under this option, competitors must submit a request and supporting evidence to the Point Leo Executive Committee, to seek approval from LSV, by November 15th

Note: For a full list of activities that count as voluntary duties for Option C, see the definition section or table below

Activities for each Option of Competition Eligibility

NOTE: THIS IS ONLY A REPEAT OF THE ABOVE INFORMATION IN A TABLE FORMAT

OPTION A	Rule
	16 hours of patrol obligations
	Possible activities to be performed
	<ul style="list-style-type: none"> • Voluntary patrols • Rostered patrols



	<ul style="list-style-type: none"> • Substitute patrols • Water safety at club activities (Junior Surf Lifesaving Programs, Junior Surf Sports Program, award training, skills maintenance etc.) • Water safety at club special events (Boxing Day, Point Leo Gold etc.) • Water safety or first aid (in a Bronze capacity) at LSV carnivals (including IRBs) • Operational duties at Club Approved Events (such as Boxing Day Swim Classic) provided the individual wears full patrol uniform and signs onto patrol first 	
OPTION B	Rule	
	8 hours of patrol	...AND 8 hours of other voluntary contributions
	Possible activities to be performed	
	<ul style="list-style-type: none"> • Patrol 	<ul style="list-style-type: none"> • Activity leaders at Junior Surf Sports Program (beach and water activities) • Qualified officials at carnivals • Qualified and club approved coaches at Junior and Senior Surf Sports Training • Qualified trainers and assessors running training courses (including trainee trainers and trainee assessors)
OPTION C	Rule	
	Volunteers' duties relating to the club's operation that are APPROVED by the club committee and LSV	
	Possible activities to be performed subject to APPROVAL	
	<ul style="list-style-type: none"> • Club committee positions • Club members contributing to a significant volunteer club activities other than competition • Members of the armed services on special deployment • Members, who in the view of the club committee, have undertaken ongoing service to the club which they believe is of benefit to the club's delivery of lifesaving service • Health care professionals providing first aid at the Junior Surf Lifesaving Program, Club approved events and carnivals • Fundraising • Non-operation volunteers at Boxing Day Swim Classic • Age Group Managers (AGMs) at Nippers 	

Additional Rules for Eligibility

Out of Hours Patrol Hours can be used as contributing for competition eligibility.

Penalty Patrol Hours shall not be used as contributing for competition eligibility.

Hours spent with the Paid Patrol Service shall not be used as contributing for competition eligibility.

A member will be credited with and recognised for all patrols hours completed irrespective of the club where those hours were completed.

- E.g., a member may patrol at one club and compete for another

Patrol Requirements for Competition Eligibility for Special Member Categories

Active Reserve Members

Active Reserve Members must complete a minimum of eight (8) Patrol Hours for the period 1 January to 31 December of the year preceding the Championship.



Names for Active Reserve status need to be submitted on the Patrol Hour Exemption Declaration Form prior to 31 December.

Junior Activity Members (Nippers)

Nipper members wishing to compete in Under 15 events at Senior Carnivals must be aged 13 years old during that season, have a proficient Surf Rescue Certificate award and have completed the required sixteen (16) hours.

March Past ONLY Competitors

To compete in the March Past as a competitor who ONLY competes in March Past, individuals must comply with the following:

- Be proficient SRC awardees with CPR endorsement if over the age of 15 years or
- Hold a current Resuscitation award CPR endorsed or have fulfilled the Resuscitation requirements of the Bronze medallion proficiency.

Exemptions to Patrol Requirements for Competition Eligibility

Members applying for an exemption from patrol obligations for other purposes will have their applications assessed in accordance with the SLSA guidelines.

Life Members

Life Members are exempt from the patrol requirements for competition eligibility.

Long Service Members

Long Service Members are exempt from the patrol requirements for competition eligibility.

Junior Activity Members (Nippers)

Junior Activity Members are exempt from patrol requirements for competitions if they are wishing to compete in U14 carnivals or events.

New Award Holders joining before 31 December of any given year

Members gaining their awards before 31 December (but during the relevant season), must complete a minimum of four (4) personal patrol hours before 31 December to be eligible for championship events.

- E.g., if you get your Bronze on 15 December, you must complete 4 patrol hours before 31 December to be eligible for Championship Events

A member with a new award can begin patrolling immediately after their successful assessment date.

- E.g., if you pass your Bronze on Saturday 13 December, you can patrol on Sunday 14 December even though your award has not been officially processed

New Award Holders Joining and Leave of Absence Members Returning on or after 31 December of any given year

If a member joins or obtains their award on or after 1 January and wishes to compete in a Championship event that year, they must complete four (4) patrol hours before entries are due.

- E.g., If Jill gets her Bronze on 3 March 2022, and wants to compete at the State Championships on 16 March, 2022, she must complete 4 patrol hours before entries are due.

If a member joins or obtains their awards after 1 January and before 31 December of the proceeding year, they must complete four (4) patrol hours plus a proportionate additional patrol and other service hours up to sixteen (16) hours to compete at Championship Events. The proportion is determined as $1/12^{\text{th}}$ of 16 hours for each month from the next month after the member has obtained their award/become proficient.

- E.g., If Romy becomes proficient in July 2022, she will need four (4) hours + $5/12^{\text{th}}$ of 16 hours (6.6) = 10.6 hours to compete at a Championship Event in 2023.

Further Examples



- E.g., If Richard gets his Bronze on 12 August, 2022, and wants to compete at the State Championships the following year on 16 March, 2023, he must complete 4 patrol hours plus 4/12th of 16 hours (=5.3 hours). Richard must complete 9.3 hours in total to compete at the 2023 State Championships.
- E.g., If Gary gets his Bronze on 1 March, 2022, and wants to compete at a Lorne carnival on 22 March, 2022, but he does not want to compete at the 2022 State Championships, he does not have to worry. However, if Gary decides he wants to compete at the 2023 State Championships he must complete 4 patrol hours plus 8/12th of 16 hours (=10.6 hours). Gary must complete 14.6 hours to compete at the 2023 State Championships.

Note: in practice, the 1/12th proportion rule will not affect members obtaining their award in January or February, as obtaining an award in these months will bring the member to the maximum sixteen (16) hours anyway.

Recording of Hours

Hours will be recorded in Surfguard by the Vice-Club Captain.

Option	Activity	Log Book and/or Person Responsible for Recording	Approximate Timeline for Entry into Surfguard
Option A	Voluntary, rostered, or substitute patrols	Patrol Log Book and the Patrol Captain	1 week
	Water Safety at Junior Surf Lifesaving Program	Water Safety Log Book and the Nippers Coordinator	All entries finalised by the beginning of February of each year
	Water Safety at Junior Surf Sports Program	Junior Team Manager	Ongoing entries
	Water Safety at Point Leo Gold	Water Safety Log Book and the Organiser of the Point Leo Gold	3 weeks
	Water Safety at Boxing Day Classic	Water Safety Log Book and the Vice-Club Captain as Water Safety Coordinator	All entries finalised by December 31 st of each year
	Water Safety at LSV Carnivals (including IRBs)	Team Manager and Junior Team Manager	Ongoing entries
	First Aid at LSV Carnivals in a Bronze Capacity	LSV Carnival Organisers	Ongoing Entries
Option B	Voluntary, rostered, or substitute patrols	Patrol Log Book and the Patrol Captain	1 week
	Activity Leaders at Junior Surf Lifesaving Program	Water Safety Log Book and the Junior Surf Lifesaving Program Team	All entries finalised by the beginning of february
	Qualified officials at carnivals	Team Manager and Junior Team Manager	Ongoing entries
	Qualified and club approved coaches at club training sessions	Team Manager and Junior Team Manager	Ongoing entries
	Qualified trainers and assessors completing training courses	Chief Instructor	3 weeks
Option C	All Other Option C Activities	Individuals may record their activities in the Other Services Log Book. The onus is on the individual seeking approval by the committee, to recognise their hours for competition eligibility, to present a record of their activities.	Applications due by November 15 th of each year



		Applications for recognition of Option C activities should be submitted to the executive prior to November 15 th of each year.	
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Signing On and Signing Off from Patrol, Water Safety or Other Service Hours

It is the member's responsibility to ensure that they have been accurately signed on and signed off from their activity.

If a member does not sign off from their activity, they will automatically receive 1 hour only for their time.

Falsifying Hours

If a patrol captain suspects a member is deliberately falsifying their hours, the matter will be referred to the Vice-Club Captain to initiate an investigation and the disciplinary process as per the club constitution if required.

Appealing Recorded Hours

If the Vice-Club Captain, Club Captain, or a Patrol Captain change a member's hours in Surfguard, that member must be informed immediately. The onus is then on the member to prove or disprove their hours for that day and then the Vice-Club Captain or Club Captain will make the updated changes.

At the completion of the season, if a member feels their hours are inaccurate, they may appeal to the Vice-Club Captain or Club Captain to have them amended. The onus is on the member to prove or disprove their hours for that day and then the Vice-Club Captain or Club Captain will make the updated changes.

Any changes to hours must be made by April 30th of any given year.

Communication of the Patrol Hours Policy

The Club Captain, Vice-Club Captain and Chief Instructor will make efforts to distribute the Patrol Hours Policy to all new award recipients and members at the completion of their course.

The Club Captain, Vice-Club Captain, Senior and Junior Team Managers, and Head Coach will make efforts to distribute the Patrol Hours Policy to all Competing Members each year prior to the beginning of the season so that they are aware of their obligations and eligibility requirements.

**Approved By Committee
6 Aug 2023**



4.3 Hall of Fame Policy

To celebrate the 50th Anniversary of the Club, the establishment of a Hall of Fame was approved.

The Hall of Fame is, as the title suggests, recognition of elite athletes or those who have made outstanding contributions in Surf Life Saving competition. Inductees to the Hall of Fame shall have been members of Point Leo SLSC at the relevant times, that is, the performances that warrant their induction into the Hall shall have taken place whilst they were a member.

Criteria for Induction

The criteria for admission to the Hall of fame are:

1. Members who have:
 - a. Been selected to represent Australia in Surf Life Saving competition; or
 - b. Won an Australian Championship; or
 - c. Performed exceptionally at Australian Championships over an extended period in any one or more of the relevant categories.
2. The reference to Members includes teams, participants in teams and/or coaches of individuals and teams that have performed at the requisite level
3. Candidates will be distinguished by records indicating multiple or repeat performances
4. Titles or performances may have been in Cadet, Junior, Open or Masters categories.

Selection Process

The Committee shall from time to time convene a sub-committee to determine and make recommendations on Inductees to the hall of Fame. The sub-committee will be comprised of:

1. The Club President or the Club President's direct nomination,
2. A current member of the Hall of Fame and
3. A current active member appointed who has current and historical knowledge of likely candidates.

General matters

The first inductions to the Hall of Fame were made in 2005. The Committee may approve further inductions at any time but it should actively consider whether there are appropriate candidates every five years.

The Committee may alter the criteria for induction provided that exceptional performance at the highest level shall be the guiding principle for eligibility.

**As amended by the Committee
June 2011**



4.4 Board And Ski Policy

General Usage Guidelines

Our quantity and quality of equipment is unique in Victorian Surf Lifesaving. Equipment needs to be both appreciated and looked after. All club members must follow the following Board and Ski Policy

Prior to use

- Take care when taking boards and skis on/off the storage racks and ask for assistance if needed
- Inspect equipment before taking it out to ensure no dings, holes or cracks. Please ensure the tail is taped
- Always carry a block of wax and maintain a clean wax coat on the board (free of sand)
- When using a ski please ensure you have a bung (Available from fishing stores, Anaconda or Clark Rubber). Different skis require different size bungs. Generally size 7-9 will fit most skis

General Use

- Please carry rather than drag equipment. Members training for states/nationals may drag when practicing starts/finishes
- Members should not sit or stand on equipment (ie use boards as a surfboard) in any circumstances
- When windy leave boards on the ground facing into the wind and upside down, or with the fin dug into the sand (using a gentle forward/backward sliding motion)
- Allow enough space between craft when training, especially in the shore break
- Do not try to catch waves on boards or skis in surf beyond your skill level, particularly over reef or rocks
- Never let go of your equipment in the surf. Use a legrope if you can't keep hold of your board or on long paddles

After Use

- Always return your board/ski to the storage racks after use. If you leave your equipment on the beach you will incur a 60 crunch and 30 push-up penalty!
- Clean sand off board/ski after use prior to placing in the racks
- Always remove bung from ski following use (as trapped hot air can cause ski to expand and crack!)

Management Of Damaged Equipment

- Any damage to club board or skis should be reported to a committee member as soon as possible
- Damaged club equipment should be marked using permanent marker or masking tape indicating the location of the damage and placed in the area where the base of the old patrol tower was (next to the IRB room)
- The club aims to repair the equipment in a timely manner
- Members whom own their own equipment are responsible for their own repairs

Entitlement To Board And Ski Use

- The following guidelines apply to use of boards and skis
 - Fibreglass "nipper boards" should only be used by U11-U13 age groups
 - The longer "cadet" boards should only be used by U14s and up (exception for 13 year olds with SRC)
 - Skis should only be used by members aged 15 years and up unless with a Point Leo club coach working on skill training
- In addition:
 - Non-club members are not permitted to use the equipment
 - Boards and skis on the storage racks are available for use by U15 and up if the clubhouse is open
 - Juniors (U14 and below) are entitled to use club boards during official training sessions and competitions only
 - The yellow/orange foamy boards are available for use by Juniors outside of official training and competition when the beach is being patrolled
 - The plastic ski's and paddles are available for use to assist U13 and up to develop basic paddling skills
 - Junior access to boards or skis outside of official training may be available provided a recognised club coach is present. Please discuss with the Club Captain or Board and Ski Captain
- Selected boards and skis will be kept locked in a container at the club. These will be reserved for state/national competitors during training and competition
- Consideration will be given to loaning out of boards or skis during the winter months (April-September) when regular club training sessions are not programmed. Loaning of boards during the summer months will only be possible for short periods and specific competition/training (eg LSV Development Squad). Please discuss loaning of equipment with the Club Captain or Board and Ski Captain



- Any damage incurred to equipment while on loan will be repaired at the member's expense
- It is an ongoing challenge for the club to maintain sufficient numbers of cadet boards and skis. Serious competitors requiring regular access to cadet boards and skis should strongly consider purchasing new or second hand equipment using the club's Craft Subsidy Scheme (see info on the club website)

Guidelines For Board And Ski Training

The club makes every effort to provide a high quality training program for members across all age levels and capabilities. Training sessions involving craft require clear guidelines to optimise safety, training effectiveness and craft maintenance as outlined in this document.

Training sessions using craft are categorised as "club authorised" and "private". Club authorised sessions will:

- Be advertised to all members and included on the Training Program Schedule (on the website)
- Have at least one Level 1 trained coach present
- Have at least one member with their Bronze for each 5 juniors participating
- Be subject to standard safety measures (head counts, evaluation of conditions relative to skill level of participants)
- Sessions will have an appointed Water Safety Coordinator who will conduct a written Risk Assessment prior to the session
- Be approved by the Board and Ski Captain
- Have access to club craft for use by participants

Age limits for participation in club authorised training sessions are required to ensure the safety of the participants, particularly in relation to surf where most of the senior training will occur. The following will apply:

- Sessions "chasing surf" at locations outside of Point Leo are for U14's and up only
- Board Senior (elite) and Skills (development) training sessions at Point Leo open to U14's and up
- Designated U12/13 sessions available
- Competitors wishing to participate "up" in a higher level training sessions at can request permission to participate with the coach on the day of training. The coaches decision will be based on competency of the competitor the surf conditions and the needs of the senior training group

Every effort will be made by coaches to select a training location suitable for all members attending for training on any given day. However please note that eligibility to participate in all club authorised training sessions will be at the discretion of the appointed coach. On days where conditions are not suitable for individual members, the coach may exclude that member from participation on the basis of safety.

Elite level athletes (who own their own craft) will develop their own training program ± participation in club authorised sessions. In general all other members are encouraged to participate in the extensive club authorised training program provided. This will ensure that the training group remain cohesive.

Some members may wish to organise private training sessions outside of club authorised sessions. Access to club equipment during private training sessions is in accordance with the Board and Ski Policy. Private training sessions are not covered by the club's insurance. Any damage to craft during private training sessions must be professionally repaired and paid for by the member.



4.5 Senior/Cadet Team Selection Policy

The Senior Surf Sports Team is a large, diverse and involved in a broad range of events. The Senior Selection Policy has been developed to provide clear and specific guidelines for athletes and selectors in the selection of teams.

Selection

Team selection will be made by a Selection Panel consisting of all senior Coaches, the Team Manager and Section Captains and be sanctioned by the Point Leo Committee. If the full Selection Panel is not available, remaining Panel members will decide on teams. The Selection Panel is solely responsible for team selection and inappropriate behaviour by individuals disputing team selection will not be tolerated at any level. Where there is a conflict of interest the relevant selector may participate in preliminary discussions but not the final decision regarding selection.

The Selection Policy will be reviewed annually once the carnival program has been released.

It is the intention of the club to select as many teams as possible to give opportunity to athletes and increase aggregate points.

For State carnivals, State Championships and Aussies, teams will be selected before the competition day and publicised by Team App before competition day start time.

The importance of Team App membership regarding communication of teams will be advertised to all competition members (and emphasised to U14 athletes who may want to compete in seniors) before and throughout the season.

Selection criteria

For State Carnivals and State Championships, teams will be selected on the individual event (Ski/Board/Surf Race/Beach Sprint) results of *the best 3 individual results out of the last 4 carnivals of the season*. In some seasons a carnival may be excluded by the club from "the last 4" (for example Warnambool due to logistical reasons).

For all State carnivals and State Championships athletes will receive points based on rankings of Point Leo athletes. Point allocation for finals will be 10 points for the 1st Point Leo athlete, 8 points for the 2nd Point Leo athlete, 6 points for 3rd, continuing up until 2 points for the 5th Point Leo athlete. Athletes who only make it to the semi-final will be allocated 2 points, and 1 point for heats (independent of placings in these events).

For State Carnivals where the "rounds" system is used points will be awarded on the final round only. The highest round that includes Point Leo athletes will be scored as a "final" with lower rounds scored as a semi-final and/or heat.

Athletes competing in both open and their age category in a certain discipline will receive 2 bonus points for that discipline in their age category.

In the first 3 carnivals of the season where a full set of 3 carnival's results are not available, selection will be based on the previous season and available points from the current season.

The Selection Panel may exercise discretion in selection of teams. Factors influencing discretionary decisions include training performance, forecast conditions and even distribution of teams amongst athletes at State Carnivals. Athletes are encouraged to discuss selection with a Panel member if there are any concerns regarding selection.

Aussies selection will be based on *the best 3 individual results of the last 4 carnivals of the season including States*.

Additional considerations

The Selection Panel goes to great effort to select teams fairly. Teams are only to be changed on the day of a competition as a result of unforeseen circumstances such as injury/illness or athlete withdrawal. In these instances, changes can only be made by members of the Selection Panel.

If athletes do not agree with the selection decision they have the right to appeal. This should be lodged by email to a member of the Selection Panel. The appeal will be considered by the Selection Panel and a final decision on selection will be made.



Athletes for open teams will be selected based on performance in individual open events. Athletes from U17 and U19 are eligible for open teams.

Before each competition the athlete must consider their workload and notify one of the Selection Panel if there are any concerns regarding their capacity to complete all scheduled events, particularly teams. If on the day of competition there is a risk of not being able to complete in team events due to fatigue/injury/illness the selected athlete should offer their position to the next athlete in line as soon as practicably possible.

For Taplin and Lifesaver Relay Teams where the club has a lack of strength in a specific discipline an athlete may be required to assist in their non-preferred discipline.

Age Group Selection Variations

Picking the fastest team:

- For the U15-U19 regular carnivals selection is based primarily on the points system
- For U15-U19 States and Aussies the fastest team will be selected as determined by the points system unless there is clear evidence from regular senior carnivals that the points system does not select the fastest team.
- For Open this same approach to selecting the fastest team will apply to regular carnivals, States and Aussies.

General notes on “competing up” age groups:

- A 13 year old individual in U13 with their SRC qualification can compete in U15 team and individual events (including board events on a cadet board)
- U17 and U19 individuals cannot compete up in individual events, apart from open
- 15 year old individuals or younger cannot compete in higher age groups
- U17 and U19 individuals can compete up in team events in any age group
- Individuals must be 16 years of age before competing in any double ski event or open iron (which includes ski)

Selection policy variation for “competing up” age groups:

- During State Carnivals, the Selection Panel will select the best team possible in the age group picked from the athletes from that age group (U15, U17 and U19). Athletes from a younger age group will only be added when:
 - There are no other athletes in the relevant age group who can make up a team
 - Selection of a younger age athlete does not compromise the younger age group team
 - There is strong evidence in previous carnivals of the younger athlete’s commitment to team events of their own age group
- For State Championships and Aussies the fastest team will be selected irrespective of age group provided bullet points 2 and 3 from above are adhered to.

**Amendments Approved by Committee
August 7th 2016**



4.6 Gary Tierney Foundation

The Gary Tierney Foundation Fund has been established as a sub fund within the Club with its own Advisory Board and roles. The relevant documents establishing the Fund and guiding its functions that have been approved by the committee are set out here.

- a. GTFF Grant Policy
- b. GTFF Governance Charter

Grant Policy

Purpose

Subject to the over-riding purposes set out in the Club's Constitution, the guiding philosophy of the Gary Tierney Foundation is to provide financial support to allow younger members of Point Leo SLSC to fulfil their potential in surf lifesaving.

To assist the Foundation's Advisory Board in the performance of its duties and the exercise of the discretion vested in it, this Grant Policy has been adopted.

This policy outlines a set of guidelines however the Advisory Board retains the flexibility and discretion to consider all matters on their merits subject always to compliance with the provisions of the Club's Constitution and the Board's Charter.

Types of Grants

The Foundation will provide grants or funding as follows:

- a. Fellowship grants;
- b. Single Purpose Grants;
- c. Such other grants or payments (made either to individuals or groups) as the Board may consider appropriate

In these guidelines

"Nominee" or "Applicant" means a person proposed, applying or being considered for a Fellowship or Grant

"Grantee" or "Fellow" means a person who receives a grant.

A. Fellowship Grants

1. Fellowship Grants are intended to assist and encourage outstanding young Club members who have demonstrated and continue to demonstrate leadership (or the potential for leadership) within the club – e.g. patrol captain, instructor, coach, sectional leader.
2. The Board may recommend one or more Fellowship grant per year .
3. A grant does not necessarily have to be provided each year.
4. Fellowship grants will generally be provided in instalments over a three year period of support.
5. The maximum total value of a Fellowship grant is \$3,600 as at January 2021. This may increase over time, broadly in line with inflation.

B. Single Purpose Grants

6. Single Purpose Grants will focus on deserving individuals based on need. They will assist young Club members who, by reason of financial hardship or similar, are unable to participate in life saving activities (including competition). Grants may be made to an older member (whether a parent, guardian, or otherwise) where it is for the benefit of a younger member or members.
7. Single Purpose Grants will generally comprise a single payment in the range of \$500 to \$1500 to assist with the costs of a specific program, activity or item of equipment.
8. The Board may award multiple Single Purpose Grants in any year subject to its overall budget.
9. Respecting the privacy of individuals' financial circumstances, details identifying Grantees will not be disclosed publicly.

C. General Provisions, Eligibility and Criteria

10. The Fund is intended to benefit young members (most likely under 30 years of age)
11. The Fund will seek to support nominees with:
 - o integrity and good character,



- who have shown an interest in pursuing their life saving career or who have the potential to do so given suitable encouragement and support
 - a genuine potential to make a valuable contribution to the Club and life saving
 - and who may be constrained in fulfilling their potential by reason of their financial circumstances or who will otherwise benefit from financial assistance
12. Grants will be intended to cover costs or expenses that are incurred by grantees in the performance of lifesaving
 13. Grantees will generally be individuals (teams may be considered but generally will not fit the needs criteria)
 14. It is likely that grantees will be competitors given the additional cost associated with participating in competition, but this will not exclude nominees engaged in other lifesaving activities who satisfy the other criteria.
 15. Grantees must be a Club member and must remain a member for duration of grant term
 16. The Foundation values and encourages loyalty to Club. It is the expectation that grantees will remain with the Club for the duration of the grant and beyond and that they will make a contribution to Club life over time.

D. Nominating Process and Miscellaneous

17. The Board may seek nominations publicly, via the Club Committee, or it may nominate of its own motion following any consultation or enquiry it considers appropriate
18. The board will seek such supporting material on nominees as it considers necessary and may publish a nomination form or similar to assist in its assessment of nominees
19. The Foundation is intended to complement and not replace the Club's general support arrangements for individuals and teams. The availability of general Club support for a nominee may be considered in assessing grants
20. The Foundation may establish terms for the making of a Grant and may outline these in a letter to the Grantee
21. The overall status and performance of the fund may be publicly disclosed (i.e. the value of the fund), however there should not be any publicity given to the dollar amount of any grants.

**Approved by the Club Committee
May, 2023**

Governance Charter

1. Role and Purpose

1.1 Gary Tierney Foundation Fund

The Gary Tierney Foundation Fund (**GTFF**) is a sub-fund of the general Gift Fund of the Point Leo Surf Lifesaving Club Incorporated (**Club**). The Club has been endorsed by the Australian Taxation Office (**ATO**) as a deductible gift recipient in respect of its general Gift Fund. The GTFF was established to support and raise funds for the Club consistent with its purposes but so as to provide for a designated Gary Tierney Foundation Fund Grant (**Gary Tierney FF Grant**).

1.2 Advisory Board

The Gary Tierney Foundation Fund Advisory Board (**Advisory Board**) was established by the Committee of the Club (**Committee**) to monitor and administer the GTFF, subject to the internal rules, policies and obligations set out in this Governance Charter.

1.3 Exercise of Powers

The Advisory Board must exercise all of its powers subject to the restrictions and obligations set out in this Governance Charter and the Statement of Purpose and Rules of the Club (the **Rules**).

The Committee may from time to time specify the manner of the Advisory Board's operations and the conduct of its proceedings.

2. Terms of reference

2.1 Functions

The main functions of the Advisory Board are to:

- a) develop guidelines for fundraising;
- b) develop guidelines for investment of GTFF funds;
- c) develop guidelines for the distribution and use of GTFF funds;
- d) make recommendations to the Committee in relation to proposed guidelines;



- e) make recommendations to the Committee in relation to proposed beneficiaries of the GTFF. If the Committee does not approve a proposed beneficiary, the Advisory Board will be asked to make an alternative recommendation. There is no obligation on the Advisory Board to recommend a grant in any particular year; and
- f) monitor and scrutinize the accounts of the GTFF.

2.2 Purpose

- a) The Advisory Board must ensure that all guidelines and recommendations made to the Committee are consistent with the Club's purposes, which are as follows:
 - i. *"to preserve and safeguard life by the study and practice of methods of lifesaving as taught by the Surf Life Saving Association of Australia; to provide, maintain and operate efficient lifesaving appliances; to render first aid on the beaches and adjacent reserves as occasion may require.... To arrange classes of instruction and promote demonstrations in life saving and swimming and to further generally the best interests of surf life saving and surf bathing... To provide facilities and amenities for Association Members and to assist in life saving and safeguarding of surf bathing by acquiring constructing and maintaining and/or improving any premises deemed necessary to the achievement of the objects of the Association."*
- b) Consistent with the purposes set out in clause (a) the guiding philosophy of the GTFF is to provide financial support to allow younger members of Point Leo SLSC to fulfil their potential in surf lifesaving.

3. Finance

3.1 Initial Target

The Advisory Board intends that an initial target of \$200,000 be set (plus further contributions over time) subject to ATO rules regarding accumulation.

3.2 Investment

To preserve the GTFF aggregate donations, the Advisory Board may recommend the application of up to 6% of the GTFF's value in any year. Any recommended investments must only be made consistent with the Laws of the Commonwealth of Australia or of Victoria for the investment of trust monies by trustees, including the provisions of the *Trustee Act 1958 (Vic)* (**Trustee Act**). The Advisory Board may only make recommendations for investment in the following:

- Australian Government bonds bearing a AAA rating;
- deposits with Australian financial institutions holding a banking licence; and
- AAA rated managed funds.

Income which is generated through investments is to be applied each year to make payments to successful nominees (beneficiaries) (if any) of the Gary Tierney Foundation Fund Grant or for the development of the Club, consistent with Club purposes.

4. Composition

4.1 Membership

The Advisory Board must consist of not less than four (4) or no more than eight (8) members. Members of the Advisory Board are to be appointed by the Committee, at the Committee's discretion. The Advisory Board shall include at least one person from the Tierney family, if such a person is available.

Members will be appointed for a term of up to three (3) years. Members are eligible for reappointment.

4.2 Chairperson

The Chairperson of the Advisory Board will be appointed as required by the Committee and must be an officer of the Club as defined by the Rules¹.

5. Meetings and Accounts

5.1 Meetings

Meetings of the Advisory Board will be held quarterly and such additional meetings as the Chairperson decides in order for it to perform its functions. Meetings may be conducted by telephone conferencing.

5.2 Quorum

A quorum consists of more than half the number of members of the Advisory Board.



5.3 Accounts

The Advisory Board will be responsible for monitoring the accounts of the GTFF. It is understood that the accounts of the GTFF will be maintained by the Treasurer of the Club.

¹Rule 21 The officers of the Association shall be (a) President, Senior Vice-President, Vice- President not more than nine (9), Clubhouse Administrator, One (1) delegate to State Council, Treasurer, Secretary, Assistance Secretary-Register, Social Secretary, First Aid Officer, Team Manager, Magazine Editor (b) Captain, Vice-Captain, Chief Instructor, Boat Captain, Swim Captain, IRB Captain, Beach Captain, Board and Ski Captain, Gear Steward, Junior Activities Co-ordinator, Cadet Coordinator, Radio officer and (c) Honorary Officers such as Honorary Medical Officers, Honorary Solicitor and Honorary Auditor.

**Approved by the Committee
December 2010**

Fellowship Nominations– Information Requirements

Subject to the over-riding purposes set out in the Club's Constitution, the guiding philosophy of the Gary Tierney Foundation is to provide financial support to allow younger members of Point Leo SLSC to fulfil their potential in surf lifesaving.

To assist the Foundation's Advisory Board in selecting Fellowship Grant recipients, a Grant Policy has been adopted which Nominees should refer to. In addition this document sets out in general terms the type of information required by the Advisory Board.

Process

Nominations for a Fellowship Grant from the Foundation may be received from the individual nominated or by a third party on their behalf. Prior to a final decision being made, a nominee's consent and agreement will generally be required. Nominations should be mailed or emailed to the Advisory Board Chairman or other listed person.

Information requirements

Nominations should be as concise as possible and preferably no more than two A4 pages. The following information should be provided.

General Information

1. Nominees name, address and other contact details.
2. Date of Birth
3. Date joined Club (confirm current membership)
4. Club involvement/positions held

Specific Criteria

Provide details regarding the nominee's:

- integrity and good character
- interest in pursuing their life saving career or who have the potential to do so given suitable encouragement and support
- genuine potential to make a valuable contribution to the Club and life saving
- is the nominee constrained in fulfilling their potential by reason of their financial circumstances or will they otherwise benefit from financial assistance
- leadership (or the potential for leadership) within the club – e.g. patrol captain, instructor, coach, sectional leader
- loyalty to Club.

Issue Date: November 2014



4.7 Application For Craft Subsidy Policy

This form must be completed by Point Leo SLSC Inc. members who wish to apply for the allocation of surf craft (board and/or ski)

Name: _____

Membership Category: _____

Season: _____ (e.g. 2012/2013)

Craft: Paddle Board / Single Ski (please tick preference)

Cost of identified craft (if known): _____

Cost of identified craft (if known) if purchased new: _____

Preferred Craft Manufacturer: _____

Parent/Guardian (for members under 18 years of age): _____

Address: _____

_____ Post Code: _____

Phone: (AH) _____ (BH) _____

Patrol Hours (previous season): _____ Seasons training on craft: _____

Please provide a brief outline of your training program over the past 12-24 months: _____

Competition History (give as much detail as possible, with most recent results first):

Competitor eligibility

- A current competing member of the Point Leo SLSC for minimum of one season
- In good financial status with club
- Having attended at least 50% of Victorian carnivals as well as Victorian Titles in most recent season. A strong dedication to training (specific to the craft) should be evident
- Having completed at least 80% of rostered patrol hours and at least 20 hours for the most recent entire season, and having arranged a substitute for their rostered patrols in the case they are not able to attend
- Attendance and active assistance by the competitor at the Point Leo Boxing Day Classic
- Attendance and active assistance by the competitor (or parent) at one of: door knock, club working bee, specific Board and Ski fundraiser (eg Muso Night), roast nights, or another activity or event approved by the Board and Ski Captain
- Must be U15 or up for board and U17 or up for ski
- Priority given to cadet or younger senior competitors relatively new to the nominated craft type
- Competitors will generally only be granted one subsidy per craft type during their time at the club

Craft selection and subsidy percentage

The primary purpose of the subsidy is to support younger competitors wishing to acquire a used craft. As such, the club will subsidise 50% of the price for used craft (provided the price is approximately half the cost of a new craft) and 30% of the price for new or near new craft. Applicants for 50% subsidy have an obligation to accept existing club stock provided there is a good match for weight and body type.

Competitors with a track record of at least 3 years regular training and high level competition on the chosen craft will be considered for a 30-50% subsidy on a new or near new craft. In such competitors, second subsidies on the same craft type can also be considered provided all responsibilities of the first subsidy have been consistently met.



Applicant responsibilities (if subsidy successful)

- Ongoing adherence to the eligibility criteria
- Attendance at 75% of specialist coaching sessions as set by section leader and competing using the subsidised craft at a minimum of 50% of Victorian carnivals as well as Victorian Titles
- The craft is for use by the competitor only and should not be transferred to other members (eg siblings)
- The competitor is responsible for the equipment including professional repair of any damage
- The subsidy percentage of the craft will be owned by the Point Leo SLSC as per this contract
- If the competitor decides to sell the craft, the Board and Ski captain will determine market value. Point Leo SLSC will have first option to purchase equipment outright and if this sale occurs the competitor will be paid out their percentage of the sale price
- If Point Leo SLSC agrees to the craft being sold externally the Board and Ski captain will determine market value and following sale the club and the competitor will be paid out their respective percentage share in the craft
- If the competitor decides to leave or transfer from the club and take the craft, the competitor's percentage of the market value of the craft (to be determined by the Board and Ski Captain) is to be repaid to the club otherwise transfer will not be endorsed
- After 3 years the responsibilities for training will not apply provided the competitor continues to compete for Point Leo

The executive of the Point Leo Committee will review successful subsidy holders' adherence to the above responsibilities in December and April of each year. If subsidy recipient responsibilities are consistently not met, the executive of Committee and the Board and Ski Captain will decide on appropriate action and communicate this with the competitor. The Committee reserves the right in this event to request return of the craft (with payout of the contract) for use/purchase by other members.

As part of the subsidy scheme Point Leo SLSC will:

- Consider application by the Board and Ski Sub-committee and if successful the full Point Leo SLSC Committee
- Purchase the subsidy craft and on receipt of the competitor's percentage, release the craft to the competitor

The subsidy scheme is dependent on funding being obtained by Point Leo SLSC and the Board and Ski Sub-committee.

I agree to the conditions & responsibilities of both parties attached to this document.

Signed: _____

Date: / /

Parent/Guardian: _____

Please submit to either the Club or Board and Ski Captain or email admin@pointleoslsc.com.au

Committee Use Only

Date Received: / /

Accepted/Rejected (circle as appropriate)

Board and Ski Captain (Name): _____

Signed: _____

Description of Craft Allocated: _____



4.8 Australian Championship Competition Subsidy Policy

In the interest of promoting competition in the club, competition subsidies are offered for members to compete, official or act as club coach or team manager at the Australian Championships.

General Criteria

This policy outlines the general criteria for awarding Australian Championship Competition subsidies to members. It should be noted that any and all subsidies are in the absolute discretion of the Committee and are subject to funds being available.

1. Competitors, officials, coaches and team managers attending the Australian Championships that have met the required criteria are eligible for the competition subsidy.
2. It is preferred that the member stays at the club's nominated accommodation at the Australian Championships, but allowances can be made for special circumstances if a member chooses to stay elsewhere
3. All applicable Australian Championships fees must be paid by the Club due date
4. Members of the competition team will be eligible to receive a subsidy towards the cost of the Australian Championships by meeting the following pre-requisites:
 - a. Competitors and officials must have met all SLSA and LSV requirements including required awards,
 - b. Competitors must have completed at least 80% of their rostered patrol hours and have arranged a substitute for their rostered patrols in the case they are not able to attend,
 - c. Competitors must complete a minimum of 20 patrol hours at Point Leo SLSC for the entire season, or since joining the club if they joined during the season,
 - d. The competitor, coach, official and team manager or suitable family member (if the member is under the age of 16), must attend and actively assist at club arranged competition team fundraiser events,
 - e. Must attend and actively assist at the Point Leo Boxing Day Classic unless special arrangements are made with the Team Manager, including if the member is entered to compete at the Classic,
 - f. During the Competition Season a competitor, coach, official and team manager must attend:
 - i. at least 50% of "Victorian Carnivals" AND
 - ii. Victorian Titles AND
 - iii. Australian Titles
 - g. Must behave appropriately and in the best interests of the club at all carnivals, the Victorian Championships and the Australian Championships, including adhering to the Club Code of Conduct, all Club policies (including team selection) and LSV/SLSA rules and regulations,
 - h. Must display a professional and respectful attitude during patrol, training and competition,
 - i. The club member must renew their membership and pay appropriate competition fees before the first patrolling date in the season, except where they have joined the club after that date,
 - j. The club member will not be able to claim subsidies if they have an outstanding debt to the club fourteen (14) days prior to the commencement to the Australian Championships, and
 - k. The competitor must attend and participate in club training throughout the season.
5. It is the responsibility of the club member to ensure that their name is marked on the record of attendance with the event organizer at the fundraising events and the Boxing Day Swim Classic, and in the patrol log for patrols.
6. In the situation that any of the above requirements cannot be met during the season (for example, school, illness/injury or other sport/family/work commitments), it is the responsibility of the club member to raise these



with the Team Manager, Head Coach, Club Captain or President at the time the issue arises, not after the fact.

7. In addition to the requirements in section 4, the positions of club coach and assistant team managers in regards to Australian Championship Competition Subsidy will be approved by the Club Committee upon recommendation from the Head Coach and Team Manager
8. Upon recommendation from the Team Manager the value of the subsidy will be set by the Club Committee annually based on funds available up to a maximum of \$200.
9. In addition to the subsidy provided to eligible club members, the Committee will also provide funds to cover:
 - Transport of competition equipment (trailer and/or container as required)
 - Capped reimbursement (up to \$150 per night) for overnight accommodation for club members driving the trailers will be provided for a maximum of one (1) night in each direction for the Gold Coast, and a maximum of two (2) nights in each direction for the Sunshine Coast. Additional arrangements will be made for Western Australia
 - At least one social event (generally a club dinner) will be provided for all competitors and helpers during the Australian Championships.
6. Club members who do not qualify for the Australian Championship Competition Subsidy can still compete, official, coach or act as a team manager as a full and equal member of the Point Leo SLSC Competition Team. Their equipment will be transported to the competition and they are able to attend the social evening.

Exemptions for Special Circumstances

1. Where extenuating circumstance exists that have prevented a club member meeting all the requirements for the Australian Championship Competition Subsidy, the member can apply to the Club committee for dispensation no later than 21 days prior to the start of the Australian Championships.
2. The Committee after recommendation from the Team Manager and Head Coach shall have discretion to waive eligibility requirements.

**Approved by Committee
August 2015**



4.9 Representative Teams Subsidy Policy

To promote and support excellence in competition in the club, the Club Committee will support the costs of members who are selected to represent the State or Nation in lifesaving sports.

This policy outlines the criteria for providing a subsidy to members on representative or development teams.

It should be noted that any and all subsidies are in the absolute discretion of the Committee and are subject to funds being available.

The subsidy is available to all athletes, coaches and team managers who are selected in all disciplines (Pool, Summer/Beach, IRB, Lifesaving events) in all age groups.

Requirements:

- I. The club member will not be able to claim subsidies if they have an outstanding debt to the club

Expectations:

- m. The club member must behave appropriately and in the best interests of the club at all times, including adhering to the Club Code of Conduct and LSV/SLSA rules and regulations,
- n. The club member must display a professional and respectful attitude during patrol, training and competition,
- o. Prepare a written report on the event for The Mine

The value of the subsidy will be 25% of the total camp/competition cost up to \$250 (to be reviewed annually)

In the scenario that the camp or competition is held overseas the Club Committee will consider the value of the subsidy and any additional requirements and/or expectations on a case by case basis.

**Approved by Committee
August 2015**



4.10 Lifesaving and Leadership Subsidy Policy

The club is committed to providing superior lifesaving services to the community and supporting the development of our members. In line with this core value, the Club Committee will cover the costs of members who are selected to attend endorsed training, leadership and lifesaving courses and conferences.

This policy outlines the requirements and expectations for providing a subsidy to club endorsed members attending lifesaving and leadership courses and conferences.

It should be noted that any and all subsidies are in the absolute discretion of the Committee and are subject to funds being available.

This subsidy is available to all club members in any group who are selected to attend leadership and lifesaving courses and conferences

Requirements:

- p. The club member will not be able to claim subsidies if they have an outstanding debt to the club
- q. The club members application for the course or conference must be endorsed by the Club Committee at the time of application
- r. Subsidies will only be made available for official, endorsed lifesaving and leadership courses and conferences

Expectations:

- s. The club member must behave appropriately and in the best interests of the club at all times, including adhering to the Club Code of Conduct and LSV/SLSA rules and regulations,
- t. Prepare a written report on the course or conference for The Mine

The club will provide 100% of the costs associated with the endorsed course or conference

In the scenario that the course or conference is held overseas the Club Committee will consider the value of the subsidy and any additional requirements and/or expectations on a case by case basis.

**Approved by Committee
August 2015**



4.11 Nipper Parent Involvement Policy

Background

The Point Leo SLSC Junior program may be considered to consist of two complementary components:

- 1) The Junior Surf Lifesaving Program (JSLP), consisting of 9-10 activity sessions and is traditionally conducted during the December/January school holidays.
- 2) The Junior Competition Team, which is available to nippers who wish to compete for Point Leo SLSC at Junior Carnivals. All age-appropriate nippers participating in the JSLP are welcome to join the competition team but are required to pay an additional competition fee.

Further details are available in the Point Leo Junior Surf Lifesaving Program Handbook.

Nipper Parent Assistance and Responsibilities

As per the club constitution it is a requirement of Junior membership that at least one parent or guardian must also become a club member.

It is required that at least one parent or guardian be present whilst their child is engaged in junior program activities. It is also expected that parents (or guardians) assist in some capacity during the Junior Lifesaving program. Accordingly, parents (or guardians) must complete the Junior Parent Assistance form and nominate a duty or activity they are willing to assist with. Junior registrations will not be considered without this completed form. Parents (or guardians) who consistently fail to fulfil their assistance obligations may have future junior membership applications rejected or current membership reviewed.

Competition Team Parent Responsibilities

We encourage all Juniors who join the JSLP to become members of our Junior Competition Team. Parents with Juniors competing for Point Leo are required to obtain at least one of the following LSV awards: Level 0 Sport Official Award (or higher), Bronze Medallion (or higher), Age Managers Award. Exceptions to this requirement are at the discretion of the Competition Team Coordinator. Opportunities to obtain these awards will be facilitated by Point Leo SLSC. Competitors may be excluded from competition carnivals if their parent(s) do not possess a suitable LSV award. Parents of children in their first year of competition are exempt from these competition award requirements.

**Approved by Committee
September 2015**



4.12 Personal Protective Equipment Policy for Water Activities Policy

As lifesavers it is essential that water activities are conducted with a strong focus on risk assessment and safety. Personal Protective Equipment (PPE) can have a significant impact on minimising risk in water activities. As such Point Leo SLSC has developed a policy around PPE for water based activities. The policy should be implemented by coaches and club leaders and adhered to by all members of the club.

Mandated policy

Coaches and club leaders should be fully aware of mandated policy from Surf Lifesaving Australia (SLSA) and Lifesaving Victoria (LSV) and comply with these requirements. As of August 2013 the following equipment based risk minimisation strategies are mandatory:

- Completion of the Water Safety Checklist before all club authorised training sessions (most easily done using the smartphone app available from SLSA)
- Wearing of a portable floatation device (PFD) that is high visibility (or in combination with a high visibility vest) and yellow/red patrol cap for IRB drivers and crew at all times when in the water (from October 2014)
- Wearing of helmets for boat crew at all times when in the water (from January 2014)
- Wearing of high visibility vest for all water based competition for senior (SLSA) and all water based activity including training for juniors (LSV)

All PPE should meet the relevant Australian Standard specified by SLSA or LSV.

Note that SLSA is the highest governing body regarding mandated PPE policy. Lifesaving Victoria can only mandate policy to further increase safety.

Club authorised training is defined as formally timetabled sessions publicised internally through the club (as per the Board and Ski Policy).

Club policy

Point Leo SLSC may develop additional policy to that mandated by SLSA and LSV to further manage risk factors in water activities. As of August 2013 the following policy applies:

- Competitors (senior) undertaking club authorised training must wear a high visibility vest at all times when in the water
- Members on patrol will wear high visibility garments when in the water. This should include club red shorts/bathers and red/yellow patrol cap which are a standard part of patrol uniform
- Given the liability issues at stake all club coaches and leaders will take a zero tolerance approach to compliance of members. If the relevant PPE is not worn then participation in the water activity cannot occur
- Random audits of water activities will occur once a month in summer and autumn with a report provided to the committee every quarter regarding policy compliance

Approved by Committee
September 2013



4.13 Minibus Management Policy

The objective of this plan is to encourage the use of the Point Leo SLSC Minibus whilst providing some boundaries to ensure the bus is used responsibly.

Drivers

1. Minibus drivers must be over twenty five years old. Drivers must hold a valid (full) driving licence and be registered on the Point Leo Minibus approved drivers listing.
2. Applications to the approved drivers listing can be made to the Point Leo Minibus Manager and be agreed to by the committee or its authorised delegate(s).
3. Drivers must have Zero BAC.

Uses

The Point Leo SLSC Minibus can be used for the following activities:

- a. Transport of Point Leo SLSC members to surf life saving award training courses
- b. Transport of Point Leo SLSC members LSV functions or events
- c. Transport of Point Leo SLSC competitors and officials (senior and nipper) to surf lifesaving carnivals and events
- d. Transport of Point Leo SLSC competitors to training locations outside of Point Leo
- e. Transport of Point Leo SLSC members to club events and social activities
- f. Transporting Point Leo SLSC members to and from events such as the Victorian and Australian Lifesaving Titles
- g. any other activity or purpose that may be approved by the Committee

Point Leo SLSC members may be required to contribute to the costs of transportation. A contribution will generally not be sought where the transport is for the purpose of life saving award training courses or fund-raising activities

Management

The Committee will appoint a manager to coordinate the use of the minibus and to ensure that the minibus is utilised and maintained in responsible fashion. The manager will maintain a register of which approved driver is in control of the vehicle. Drivers are responsible for the proper and safe driving of the vehicle and will be personally responsible for any road traffic or parking infringements or the like.

Storage

To the extent reasonably practicable, the minibus is to be stored under cover from March to December. During the peak use period of Christmas to Australia Day the minibus is to be stored at either at the Point Leo Surf Club or at premises in reasonably close proximity to the Club and where ready access to the minibus can be achieved.

**Approved by Committee
March 2012**



4.14 Club Car Park Pass Policy

During the summer season all vehicles entering Point Leo Foreshore Reserve must pay an entrance fee, either by buying a single entrance ticket or a season pass. Club members are required to pay this entrance fee.

The Point Leo SLSC Club Committee, with support of the Point Leo Foreshore Reserve, issue at no charge a club car park pass for members that meet at least one of the following criteria:

- Having completed 16 hours of patrol obligations (as defined in the Point Leo SLSC Patrol Hour Policy) as documented on the member's SLS patrol hour records and SurfGuard for the previous season (1 July to 30 June)
- Members having completed their Surf Bronze or SRC in the current season are issued the car park pass irrespective of patrol hour records
- Committee members
- Long service members
- Life Members who reside in Victoria

The car park pass entitles members to:

- Free entry to the Point Leo Foreshore Reserve for the current season
- Entitlement to park in the club car park (the area past the swing gates immediately in front of the Club) provided the car park pass is displayed adhered to the car window

Members with a car park pass are required to:

- Lock the swing gate when they are the last club member to leave. If only members of the public are parked in the club car park the gate should be locked (the Ranger can unlock the gate on request from the public)
- Consider and obey club directives regarding use of the club car park on days of high demand (eg club carnivals, Boxing Day Classic) to ensure emergency and patrol access is maintained

**Approved by Committee
5th April 2023**



4.15 Use of Social Media Policy

**Reference: SURF LIFE SAVING AUSTRALIA POLICY STATEMENT:
USE OF SOCIAL MEDIA POLICY NUMBER 6.20 OCT 2009**

Purpose

Social media (see 2.0 below for definition) offers the opportunity for people to gather in online communities of shared interest and create, share or consume content. As a member-based organisation, Surf Life Saving Australia (SLSA) recognises the benefits of social media as an important tool of engagement and enrichment for its members.

SLSA, its state centres, branches and clubs have long histories and are highly respected organisations. It is important that Surf Life Saving and Point Leo SLSC's reputations are not tarnished by anyone using social media tools inappropriately, particularly in relation to any content that might reference the organisation.

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

This policy aims to provide some guiding principles to follow when using social media. This policy does not apply to the personal use of social media platforms by Point Leo SLSC members where the member makes no reference to SLSA, Point Leo SLSC or related issues.

Scope

This policy covers all forms of social media. Social media includes such activities as:

- maintaining a profile page on one of the social or business networking sites (like LinkedIn, Facebook, Twitter or MySpace);
- commenting on other people's blogs for personal or business reasons;
- leaving product or service reviews on retailer sites, or customer review sites;
- taking part in online votes and polls;
- taking part in conversations on public and private web forums (message boards); or
- editing a Wikipedia page.

The intent for this policy is to include:

“Anything you do online where you share information that might impact upon your fellow members, Point Leo SLSC or Life Saving Victoria as an organisation”

Guiding Principles

The web is not anonymous. Assume that everything you write can be traced back to the organisation, if not you personally.

Usage

Whatever you do online:

- must not contain or link to libellous, defamatory or harassing content, even by way of example, illustration or nicknames;
- must not comment on or publish information that is confidential to Point Leo SLSC, our affiliates, partners or sponsors; and
- must not bring the club into disrepute.

Furthermore: you may not use the Point Leo SLSC brand to endorse or promote any product, opinion, cause; and it must be clear to readers that all opinion is yours, and does not represent the views of Point Leo SLSC.

Official Point Leo SLSC blogs, social pages and online forums

When creating a new website, social networking page or forum for club member use, care should be taken to ensure the appropriate committee approval has been obtained. Similarly, appropriate permissions must be obtained for the



use of logos or images. Images of minor children may not be replicated on any site without the written permission of the child's parent and/or guardian.

When using official Point Leo SLSC blogs, social pages and online forums, please remember the following:

- Posts must not contain or link to pornographic or indecent content;
- Some hosted sites may sell the right to advertise on their sites through 'pop up' content which may be of a questionable nature. This type of hosted site should not be used for online forums or social pages as the nature of the 'pop up' content cannot be controlled;
- The club has the right to remove any content;
- Members must not use Point Leo SLSC online pages to promote personal projects; and
- All materials published or used must respect the copyright of third parties.

Consideration towards other members when using Social Networking sites

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. It may not be appropriate to share club related information in this way.

For example, there may be an expectation that photographs taken at a private LSV event will not appear publicly on the Internet, both from those present and perhaps those not at the event. You could also inadvertently make Point Leo SLSC liable for breach of media or sponsorship copyright.

Members should be considerate to other club members in such circumstance and should not post information when they have been asked not to. They should also remove information about a member if that member asks them to do so.

Under no circumstance should offensive comments be made about fellow Point Leo SLSC members online. This amounts to cyber-bullying and will be deemed a disciplinary offence.

Friends and Connections

Use your own best judgment in deciding whether and on what level you want to connect to other members on social networks. Only current financial Point Leo SLSC members will be accepted as 'friends' to official Point Leo SLSC social pages.

Breach of Policy

A breach of this policy may result in disciplinary action from Point Leo SLSC.

Consultation or Advice

If you are unsure as to your rights, liabilities or actions online and you would like some clarification, please discuss with our Member Protection Officer.

**Approved by Committee
September 2012**



4.16 Working With Children Check Policy

1. Point Leo SLSC (The Club) recognizes and supports the legislative scheme which establishes the Working with Children (WWC) Check. This Policy outlines the manner in which the Club will implement the requirements and guidelines of the Working with Children Act 2005 (the Act) and LSV Working With Children Check Policy.
2. Despite any provision in this Policy, the Club recognizes the primacy of the Act and relevant SLSA and LSV regulations and policies (Overriding Rules). In the event of any inconsistency between this Policy and the Overriding Rules, the latter will prevail.
3. The Club requires that all members over the Age of 18 years have a WWC Check, as this supports confidence in the safety of the Club environment, the protection of young members and offers maximum ease of administration.
4. The Club acknowledges that some members may be unable to participate in Club activities or events for good reasons (including geographic distance), but who wish to maintain their connection with the Club. Obtaining a WWC Check where it is not required by Overriding Rules in these cases may be burdensome and unnecessary.
5. Despite section 3, the Committee may permit a person to become or remain a member without a WWC Check if the person is:
 - a) A Non-Active Member as defined by the Constitution;
 - b) not involved in child related work;
 - c) not a Nipper Parent;
 - d) not involved in assisting with Nipper, Cadet or Junior Club activities whether on the beach or elsewhere; and
 - e) not otherwise required to hold a WWCC.
6. Membership without a WWC Check under section 4 above is subject to the absolute discretion of the Committee (subject always to compliance with the other provisions of this Policy). The Committee may delegate the exercise of this discretion to a sub-committee, the Registrar or another senior Committee member.

**Approved by Committee
August 2015**



4.17 Junior Surf Sports Program – Training Policy

Point Leo Surf Lifesaving Club run a nippers program consisting of the Junior Surf Lifesaving Program (for 3 weeks over January) and the Junior Surf Sports Program - JSSP (from October to State Titles). This policy applies to all nippers and parents involved in the JSSP training sessions. Any questions can be directed to the Head Coach or the Nipper Coach.

1. The aim of the JSSP training sessions is to improve fitness and surf sports skills of U8-13 nippers in an enjoyable and social environment
2. All participating nippers must be financial members of Point Leo SLSC. They must also be able to competently swim in accordance with the nipper entry test
3. Each JSSP training session will have a dedicated coach, an assistant on the beach and the required water safety helpers
4. It is expected that nippers arrive at training 15 minutes before starting time to allow for briefing and preparation. It can be difficult to account for late comers once a session has started and as such late arrivals may not be able to join the session (particularly if water safety numbers are low). Late arrivals must report to the coach or assistant before joining any activity.
5. Water safety is essential for the conduct of the water based JSSP sessions. Lifesaving Victoria has strict guidelines regarding the number and nature of water safety for given activities and conditions. These requirements cannot be met without parents helping to provide the required water safety. It is recognised that not all parents are capable of providing water safety for which a bronze medallion is the minimum requirement. In these cases other support roles are also available.
6. The coach will discuss the planned session with nippers/parents at the beginning of each session. If a parent is concerned that the session is not suitable for their nipper they should discuss this with the coach who can modify the session if possible. Alternatively, the parent can withdraw their nipper from that session. In the absence of parental input the coach will manage the session in accordance with standard water safety and coaching principles as outlined by Lifesaving Victoria
7. The program may need to be altered if there is insufficient water safety to support the planned activities. The coach is responsible for and may modify the planned activities as required
8. Details of the day to day organization of JSSP training sessions will be communicated via the Team App. It is essential that participants regularly check Team App for changes to the program particularly the JSSP Training chat room.
9. All club activities including JSSP training sessions are subject to the Point Leo SLSC's Code of Conduct (<http://www.pointleoslsc.com/point-leo-slsc-code-of-conduct/>). All coaches, participants, and parents must adhere to the Code at all times
10. In exceptional circumstances the coach may apply discretion with regard to the above policy. The coach's decision will be final

It is anticipated that the JSSP will rapidly grow requiring parents with Bronze Medallion Awards to assist. If there are insufficient coaches/water safety helpers relative to the numbers of participants the following strategies will be adopted:

- Temporary cessation of sessions for U8-U10 nippers
- Temporary cessation of sessions for U11-13 nippers who have not demonstrated consistent attendance

Bronze courses for parents can be arranged. Parents who achieve their Bronze Medallion can also train and compete in masters.

**Approved by Committee
September 2016**



4.18 Club Campsite bookings Policy

Policy No: 4.18

Type of Policy: Administrative

Effective Date: 12 November 2023

Last Revised: 12 November 2023

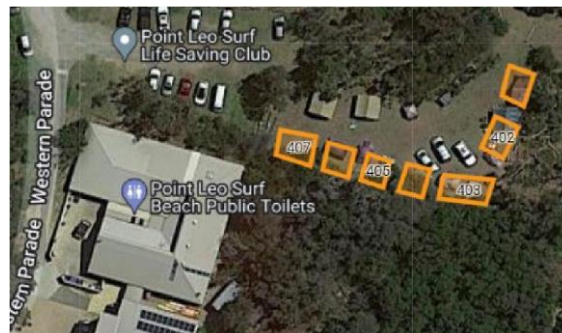
Policy Owner: Committee

Policy Contact: Secretary, Point Leo Surf Life Saving Club (secretary@pointleoslsc.com.au)

Applicable from the 2023/2024 season and beyond.

Introduction:

The Point Leo Foreshore has allocated 6 camp site spots for use by active members of the Point Leo Surf Life Saving Club. There is an additional spot however due to access this is generally not available.



Point Leo SLSC members who wish to participate in the use of these camp sites need to meet the following criteria:

1. Be Full Active Members of the Club for no less than 5 years.
2. Be Active Patrol Members of the Club for no less than 5 years
3. Camp as a couple or family unit
4. One individual to hold an active leadership role within the Club. (e.g.: committee member, life member, activity leaders, trainer, or management role)

Time allotment:

1. No greater than:
 - a 4 weeks for members who have no property within the Mornington Peninsula Shire
 - b No greater than 2 weeks for members who have property within the Mornington Peninsula Shire.Extensions to these periods may be permitted if no other demand occurs. This to be confirmed with the Point Leo SLSC camp co-ordinator, contact (admin@pointleoslsc.com.au)
2. It is expected that attendance at the camp site will be for the full period booked, with exception for extraordinary circumstances

Process:

1. Once the criteria are met (as confirmed by the Point Leo SLSC camp co-ordinator), the Club Member will make the camp site booking direct with the Foreshore Office
2. Those with previous years bookings will have priority opportunity to rebook for the following season (confirmed by the end of March direct with the Foreshore Office), and thereafter those booking in first will have priority
3. Once the bookings are confirmed by the Foreshore Office, the schedule of camp site bookings will be available from the Point Leo SLSC camp co-ordinator
4. Bookings should be confirmed by the end of March leading into the new season

Alternative Sites:

In the event of the SLSC camp site area being fully booked, the public camp sites may be available as priority to people who fit the above criteria depending on availability at the time. Inquiries for these sites should be made with supporting notification (referral) from Point Leo SLSC camp co-ordinator directly with the Foreshore office.

People who do not meet the above criteria but still wish to camp should apply for a site through the public ballot found on the Foreshore website pointleo.com application under the camping tab.

**Approved by Committee
November 2023**



4.19 IRB Usage Policy

- No non-Point Leo SLSC members are allowed in a Point Leo SLSC IRB unless in a rescue situation or for designated training.
- The Point Leo SLSC IRB operations as a whole are under the command of the **Patrol Captain** of the day. Any IRB operations need the informed go-ahead from the Patrol Captain
- The IRB driver is responsible for crew, themselves, the public and the equipment.
- No Point Leo SLSC IRB is to be used for personal touring or similar activities.
- Driving activities must abide by: 5 knots within 200 metres of shore and/or within 50 metres of swimmers, unless exemption exists for the purpose of rescue situation or designated training
- Driving activities must abide by: boats are not allowed to **approach** within 100 metres of a dolphin. If a dolphin approaches you must stop as soon as possible or when safe to do so.
- Any training activities conducted must be authorised by a Point Leo SLSC Patrol Captain or Committee Member and the Point Leo SLSC IRB Captain must be notified via Text message on 0426984609 before commencing. All Personal Protective Equipment must be worn and signage displayed on the beach, as per LSV requirements.
- Only Point Leo SLSC members qualified as IRB drivers are allowed to drive a Point Leo SLSC IRB, unless involved in club authorised training activities, competition duties or in the capacity as a Vic Lifeguard under the instruction of LSV to perform sanctioned duties.
- Only Point Leo SLSC members qualified as IRB Crew are allowed to Crew a Point Leo SLSC IRB, unless involved in club authorised training activities, competition duties or in the capacity as a Vic Lifeguard under the instruction of LSV to perform sanctioned duties.
- Any members using a Point Leo SLSC IRB must abide by the LSV guidelines for Powercraft use.
- All Drivers and Crew must store the Point Leo SLSC IRB duty boat in a clean and usable manner (Rescue tube, knife, tow rope and motor securely attached, fuel cell at least half full installed and Pontoons slightly deflated) after use.
- All Drivers and Crew must store any Point Leo SLSC IRB other than the duty boat in a clean manner with Pontoons slightly deflated, Rescue tube, knife, tow rope in boat and motor and fuel cell removed after use, unless authorised by Point Leo SLSC IRB Captain.
- All Drivers and Crew must ensure that the IRB cage remains securely locked when no Point Leo SLSC Driver and/or Crew is present.
- Any member found to be using a Point Leo SLSC IRB outside of the Point Leo SLSC IRB Policy may have their club-based authority to Drive or Crew a Point Leo SLSC IRB suspended.
- Any member found to be in serious breach of the Point Leo SLSC IRB Policy will be referred to the Point Leo SLSC Discipline Committee.

Acknowledgement to be signed by IRB Drivers and Crews:

I hereby have read, acknowledge and accept the information listed above pertaining to the usage of Point Leo Surf Life Saving Club and its IRB equipment.

I understand and accept that failure to adhere to any of protocols listed above either directly or inconsequently, could result in the suspension or prohibition of IRB privileges, subject to a review by the disciplinary committee.

Member's Name: _____

Member's Signature. _____

Date: / /

Approved by Committee
2018



4.20 Member Recognition, Point Leo SLSC Awardees to be Nominated and Submitted for LSV Awards of Excellence Policy

Policy No: 4.20

Type of Policy: Administrative

Effective Date: 12 November 2023

Last Revised: 12 November 2023

Compliance Reporting: April Meeting of Point Leo Committee each year

Policy Owner: Committee

Policy Contact: Vice President – Member Development

Reason for Policy

To ensure that Point Leo SLSC has the best opportunity to submit our finest candidates for relevant LSV Awards each year, the following procedure has been developed to include the relevant Sections where the majority of the LSV Awards are aligned. Relevant Section Leaders have already nominated candidates for the annual Point Leo SLSC Awards.

Policy Statement

Point Leo SLSC will make nominations from its award structures to the annual LSV Awards of Excellence to provide a greater opportunity to celebrate more member achievements at a state level.

Scope

There is a direct alignment between a select number of Point Leo Awards and LSV Awards. However, it should be noted that not all Point Leo SLSC Awards have an equivalent LSV Award.

Not all Point Leo SLSC Award winners will be nominated for LSV Awards, only those that fit the LSV Award criteria. In the last 3 years, on average, four LSV Award nominations were submitted each year from Point Leo SLSC.

Definitions

LSV Award Categories

The following table outlines the relevant LSV Awards that Point Leo SLSC can submit nominations for. It should be noted that individual LSV Awards may be updated or changed from time to time. However, they have remained quite consistent over the years with only a minor tweak occurring in 2023.

LSV Awards
<ul style="list-style-type: none"> Nipper Program of the Year Award Nipper Volunteer of the Year Janet Jones OAM Inclusion Award
<ul style="list-style-type: none"> John Wishart Memorial Medal – Lifesaver of the year Youth Lifesaver of the Year (18 – 21 years) Junior Lifesaver of the Year (14-17 years)
<ul style="list-style-type: none"> Official of the Year Emerging Official of the Year Coach of the Year Team of the Year – U17-Open Team of the Year – U14-15 Team of the Year – Masters Athlete of the Year – Open Athlete of the Year – Youth Athlete of the Year – U14/15 Athlete of the Year – Masters
<ul style="list-style-type: none"> Volunteer Assessor of the Year Volunteer Trainer of the Year
<ul style="list-style-type: none"> Graeme Long Memorial Award – Volunteer of the Year LSV Club of the Year – Beaurepaire Shield Administrator of the Year Award
<ul style="list-style-type: none"> Community Education Award program Outstanding Achievement of the Year Nigel Taylor ESM Innovation Award



Procedures

LSV Award Submissions

Coordination and Submissions	<p>Section Leaders are responsible for the coordination of LSV Award nominations, and the recommendation of a suitable candidate for each award for endorsement by the Committee.</p> <p>Section Leaders to be responsible only for the LSV Award nominations that are relevant to their section. This includes the assessment and selection of potential nominees against the LSV Award criteria and recommending the Award candidate to the Point Leo SLSC Committee in April each year for endorsement.</p>
Writing of LSV Award nominations	<p>There are several options to help assist with the task of writing the Award nominations.</p> <ul style="list-style-type: none"> • Section Leaders to seek assistance from volunteers and interested persons within their Section. • Seek assistance from other Point Leo Committee members. • Include LSV Award candidates to assist with Award submission. • Advertise via Club email to the wider membership to canvas skills and/or experience in award nomination writing.

Responsibilities

Responsible Sections and Relevant LSV Awards

The following Section Leads are responsible for the LSV Award coordination and submissions.

Section Lead	LSV Award Category	Award Opportunities
Nippers Coordinator	<ul style="list-style-type: none"> • Nipper Program of the Year Award • Nipper Volunteer of the Year • Janet Jones OAM Inclusion Award 	3
Club Captain	<ul style="list-style-type: none"> • John Wishart Memorial Medal – Lifesaver of the Year • Youth Lifesaver of the Year (18 – 21 years) • Junior Lifesaver of the Year (14-17 years) 	3
Team Manager Youth/Seniors	<ul style="list-style-type: none"> • Official of the Year • Emerging Official of the Year • Coach of the Year • Team of the Year – U17-open • Team of the Year – U14-15 • Team of the Year – masters • Athlete of the Year – open • Athlete of the Year – Youth • Athlete of the Year – U14/15 • Athlete of the Year – masters 	10
Chief Instructor	<ul style="list-style-type: none"> • Volunteer Assessor of the Year • Volunteer Trainer of the Year 	2
Executive	<ul style="list-style-type: none"> • Graeme Long Memorial Award – Volunteer of the Year • LSV Club of the Year – Beaurepaire Shield • Administrator of the Year Award 	3
VP Member Development	<ul style="list-style-type: none"> • Community Education Award program • Outstanding Achievement of the Year • Nigel Taylor ESM Innovation Award 	3



Committee

Endorsement

All Member candidate nominations for LSV **Awards** are to be submitted to the Point Leo SLSC Committee by the April Committee Meeting for endorsement.

LSV Award submissions usually close towards the end of May, which gives plenty of time to submit nominations.

Related Information

Resource	Link
LSV Awards of Excellence	https://clubs.lsv.com.au/areas/58
Point Leo SLSC Members Recognition and Perpetual Awards Manual (2023 version)	Point Leo SLSC Governance Manual

Policy History

Revision Date	Author	Description
12-10-2023	VP Membership Development	New policy and procedures introduced and approved by Committee.

**Approved by Committee
November 2023**



4.21 Vice President – Grants Delegation of Authority

Policy No: 4.21

Type of Policy: Administrative

Effective Date: 12 November 2023

Last Revised: 12 November 2023

Policy Owner: Committee

Policy Contact: Secretary, Point Leo Surf Life Saving Club (secretary@pointleoslsc.com.au)

Policy Objective

To allow the Vice President – Grants (**VP-G**) to function with delegated authority within parameters established by the Committee to perform the role described for the VP-G.

Policy Statement

The VP-G may in accordance with this Policy approach, apply to, communicate with, meet with, negotiate with and/or accept grant funding from funding sources or organisations:

- a) in the name of, and for and on behalf of the Point Leo Surf Life Saving Club Incorporated (Registration No.A0020067J) (**Club**) for purposes consistent with the Club's Objectives set out in the Club Constitution; and/or
- b) for and on behalf of the Club on behalf of Member(s) for purposes consistent with the Club's Objectives.

subject to the Practice and Procedures set out in Section 4 below

Scope of the Policy

- The policy applies to the Vice President - Grants (**VP-G**).
- By this Policy, the VP-G has authority to seek grant funding from various sources, including (but not limited to) sources directed by the Committee and sources identified by the VP-G.
- The policy allows for grant application in urgent circumstances.
- The policy allows for confidential discussion with grant funding sources and/or organisations as determined by the VP-G in the VP-G's discretion as necessary in the circumstances.
- The Role Description described for VP-G is set out below:

Vic President Grants - Responsible for Grant applications.

The Vice President Grants will:

- consult with Committee and Members regarding requirements for the season;
- source, complete and submit suitable grant applications;
- report details of grant applications to the Committee for discussion and endorsement in accordance with the procedures outlined in Paragraph 5 of this document;
- is the main contact person for all grant funding bodies;
- maintain a Grants Register;
- co-ordinate applicable grant funding reports for funding bodies;
- work with Committee and Members for the administration of any grant funding in line with the terms of the grant;
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Treasurer, President, SLSA Grants Unit, Vice President Fundraising and Sponsorships.

Practice and Procedure

- The VP-G may, subject to the Financial Limits of Authority set out in Table 1 below, in accordance with this Policy approach, apply to, communicate with, meet with, negotiate with and/or accept grant funding from funding sources or organisations.

TABLE 1 – FINANCIAL LIMITS OF AUTHORITY		
Grant Tier	Grant Value (Excluding GST)	Authority Level
1	Grant Funding less than \$10,000 per occurrence or in the Club Financial Year (1 May to 30 April)	Vice President - Grants



2	Grant Funding in the range of \$10,001 – to \$20,000 per occurrence or in the Club Financial Year	Vice President – Grants and the Treasurer and one other Member of the Executive Committee
3	Grant Funding greater than \$20,001 per occurrence or in the Club Financial Year	Recommendation of Vice President – Grants; and Endorsement by Motion of the Committee

- Notwithstanding the Financial Limits of Authority established by this Policy, the VP-G may in accordance with this Policy approach, apply to, communicate with, meet with, negotiate with and/or accept grant funding from funding sources or organisations with the Committee’s prior approval.

Responsibilities

- The VP-G will, at times directed by the Committee (but no more frequently than once a month), provide the Committee with a report identifying for each grant funding opportunity identified:
 - the name of the grant;
 - grant funding source and/or organisation
 - permitted purpose(s) of grant funding;
 - any relevant conditions of grant funding (e.g., Club \$:\$ contribution, acquittal dates etc);
 - application date;
 - success or failure of grant application; and
 - other relevant information regarding the grant funding the VP-G believes is relevant for the Committee’s consideration.
- The VP-G will, at times directed by the Committee (but no more frequently than once a month), provide the Committee with a report on any other ongoing grant funding activities. The VP-G report will be subject to any reasonable confidentiality conditions imposed by the grant funding source or organisation.
- The VP-G will provide the Treasurer confirmation of receipt of grant funding and work with the Treasurer to administer the grant in accordance with the terms of the grant.
- The Treasurer will acknowledge any receipt of grant funds in the Treasurer’s reports to the Committee.

Enforcement

This policy is intended to provide administrative guidance, in the context of good governance, to the VP-G.

Policy History

Revision Date	Author	Description
12 November 2023	Committee	Adopt Policy

**Approved by Committee
November 2023**



4.22 Data Access and Member Communication Protocol

Context and Purpose

Point Leo SLSC is committed to the protection of confidential information and member details, and communicating with members effectively and avoiding unnecessary intrusion. The Club operates within the broader legislative framework, and specific regulations and policies of Surf Life Saving Australia and Life Saving Victoria.

This Protocol has been established to guide and facilitate the efficient and effective functioning of the Club and the discharge of responsibilities by Club Officers and other authorised members.

This protocol must be read in conjunction with and subject to relevant regulations, by laws or the like of SLSA and LSV and the Club (Regulations). In the event of any inconsistency, those provisions will prevail over this Protocol. Unless the contrary intention appears, all words and phrases in this Protocol have the same meaning as in the Club Constitution.

The SLSA Privacy Policy can be found at <https://sls.com.au/privacy-policy/>

This Protocol is binding on all Club Members and any other person authorised to access member data.

Guiding Principles

- A. Within Lifesaving Victoria (LSV) Surf Lifesaving Australia (SLSA) and Point Leo SLSC (the Club) there are numerous databases and online systems that manage club member data and processes for lifesaving activities. This Protocol covers member data in each of these databases and systems, as well as member data that may be gathered in other ways.
- B. The Club is comprised of members who volunteer their time in furtherance of the Club's objects and the benefit of members and the community. This Protocol seeks to respect that commitment and provide a framework that enables members to carry out their roles and responsibilities while meeting laws and community expectations around privacy.
- C. The Club seeks to involve as many of its members as possible in managing and implementing tasks and is committed to effective delegation to individuals as far as possible.
- D. Committee members and other authorised members should be empowered to carry out tasks in an efficient, effective and timely way, including directly accessing relevant data and directly communicating with members and others for proper purposes.
- E. This Protocol has been drafted so far as possible to be simple, fair and reasonable. It is not intended to be an exhaustive description of each and every proper practice that should be followed.

Access to Data

1. All member data must be kept confidential and used only for official lifesaving or Club purposes and for the purpose for which it was given.
2. Access to member data should be restricted based on Committee and other authorised members' roles and connection to the data.
3. The Committee has the right to determine and authorise individuals' rights to access data. As at the date of the adoption of this Protocol, the Committee has authorised access to the individuals or Committee positions as follows:
 - a. Surfguard access be in accordance with the schedule outlined in Section 1 of Appendix 1 to this Protocol.
 - b. LSV, SLSA and Club systems access will be in accordance with Section 2 of Appendix 1 to this Protocol.
4. Each year, following the Annual General Meeting, the Committee will review the list of authorised access. The Club Committee may at any time add to or amend the list of authorised access, and it may grant ad hoc access rights.
5. The Registrar or Surfguard Administrator must implement the authorised access as soon as practical following approval and, in any event, within 21 days of approval.



Member Communication

6. The Club aims to provide timely communication to the right segment of members in an easy and accessible form. In some cases, direct communication with individuals or small groups is required, but more often, communications will be to wider groups.
7. Individuals must make reasonable efforts to avoid intrusive or burdensome communications. Therefore, as far as possible, communication with members will be limited in number and frequency. Where appropriate, regular (scheduled) Club communication channels will be used, noting that in some cases, targeted communication will be more effective and preferable.
8. Communications with members or externally on behalf of the Club must only be for proper purposes including official lifesaving or Club matters.

Official Club email accounts and Shared Drive

9. The Club has established email accounts for several key positions. The Club has also established a Shared Drive (One Drive) that serves as the Club's primary record management and data repository/archive. Within the Shared Drive, separate folders have been created.
10. Committee members and other authorised individuals should have access to the account or folder(s) relevant to them.
11. These accounts and the Shared Drive should be used solely for Club purposes. At the end of an individual's term of office, the account or folders will be transferred to their successor in the role.
12. The relevant Club email account holder should have privacy within the email account and such accounts should only be accessed by the nominated individual unless legitimately required for operational or security purposes and expressly authorised by the Executive or Committee.
13. To manage and better access or archive data, users of Club email accounts should establish a folder for each annual season (e.g 2022-2023) and all emails and any files or sub folders should be moved to the relevant folder at the end of each season.

Training

14. All individuals are encouraged to undertake training in the IT systems that they utilise. A series of IT User Guides have been established by SLSA and are accessible in a location called Manula on the SLSA website. Access is available using SLSA member portal details:
<https://www.manula.com/manuals/slsa>
For Surfguard the direct link is:
<https://www.manula.com/manuals/slsa/surfguard/1/en/topic/introduction>

Compliance

15. Failure to comply with this Protocol or any other Regulations may warrant disciplinary action. Any action (whether counselling, warning, disciplinary action or other) will be undertaken in accordance with normal Club or LSV procedures.
16. Subject to the above, where a failure to comply is inadvertent and minor, the appropriate response may be the provision of training or counselling; where a breach is more serious, more formal action may be warranted. This could include:
 - a. Suspension or cancellation of data access or communication privileges; or
 - b. Disciplinary action that may result in other sanctions including suspension or cancellation of membership.

**Approved by Committee
September 2023**



4.23 Gender Diversity and Inclusion Policy

Scope

This policy applies to:

- Committee members, Club members and consumers of Club facilities.
- All staff, including: volunteers and paid staff; Club members and non-Club members, the latter when they should utilise Club facilities and/or engage with the Club via training, competitive or social means; contractors and sub-contractors.
- The services provided by Point Leo SLSC to its members, non-members, state- and federal-stakeholders including how the Club interacts with members of the public.
- All aspects of Club operations including but not limited to training, education, management, operations and social means.
- The treatment of Club members by other Club members, by non-members, and by members of the public encountered in the course of their Point Leo SLSC duties
- Volunteers, who are protected from sexual harassment under the *Equal Opportunity Act 2010 (Vic)* (**Equal Opportunity Act or Act**).

Aims

Point Leo SLSC is a community-based organisation that proudly strives for excellence and enjoyment in life saving services and surf sports.

Point Leo SLSC is committed to providing a safe, supportive and respectful environment for members and non-members, clients, trainees and members of the public regardless of their gender identity.

All Point Leo SLSC members are required to treat others with dignity, courtesy and respect.

Point Leo SLSC is committed to providing an inclusive environment for all consumers of the Club's many services. Point Leo SLSC values diversity among its staff and will not tolerate discrimination against volunteers, employees, members, affiliates and non-members based on their gender identity.

Rights and responsibilities

It is against the law to discriminate against someone based on their gender identity. While gender identity is commonly defined broadly (see 'Definitions' below), the Equal Opportunity Act defines 'gender identity' as a person's gender-related identity, which may or may not correspond with their designated sex at birth and includes the personal sense of the body (whether this involves medical intervention or not) and other expressions of gender, including dress, speech, mannerisms, names and personal references.

It is also against the law to discriminate against a person on the basis of sex. You should consider a person's sex to be what they say it is, whether or not it aligns with their sex as recorded at birth.

All incidents of discrimination – no matter how large or small or who is involved – require managers, group leaders, committee members and senior counsel to respond quickly and appropriately.

Point Leo SLSC takes discrimination very seriously and complaints can be lodged with the Club Member Protection Officer.

Definitions

Point Leo SLSC refers to Point Leo Surf Lifesaving Club Inc.

Non-member refers to someone who identifies as a Club Member of another SLSC, not Point Leo SLSC. It is different from a general member of the public.

Affiliate refers to someone who is not a financial member of the Club, but is recognised by the Club – through current or previous engagement – as someone directly involved in Club services or functions e.g. Presentation Night

Sex refers to a person's biological sex traits. Sex has historically been understood as either 'female' or 'male', but we now know there are many variations.



Gender identity refers to a person's internal sense of self and how they identify, understand or perceive their gender.

Gender expression refers to the external presentation of one's gender

Cisgender refers to someone whose gender identity aligns with their sex assigned at birth.

A **trans** (short for **transgender**) person is someone whose gender identity does not exclusively align with their sex as recorded at birth.

Assigned male at birth refers to a person who was thought to be male when born.

Assigned female at birth refers to a person who was thought to be a female when born.

Trans boy/male/man refers to someone who was assigned female at birth who identifies as a boy/male/man.

Trans girl/female/woman refers to someone who was assigned male at birth who identifies as a girl/female/woman.

Non-binary refers to someone who does not identify exclusively as male or female.

Brotherboy and Sistergirl are terms which may be used by Aboriginal and/or Torres Strait Islander people in different contexts, however they can be used to refer to trans and gender diverse people. Brotherboy typically refers to masculine spirited people who were assigned female at birth. Sistergirl typically refers to feminine spirited people who were assigned male at birth.

Gender diverse refers to the wide range of gender identities, including but certainly not limited to those listed above.

Gender dysphoria refers to the distress experienced by a person due to incongruence between their gender identity and their sex assigned at birth. It is not a mental illness itself, however it can impact upon one's quality of life and one's activities of daily living.

LGBTQIA+ refers to Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual and more.

Social transition refers to a process by which a person changes their gender expression to better match their gender identity.

Medical transition refers to a process by which a person changes their physical sex characteristics via medical (eg hormonal) and/or surgical means to more closely align with their gender identity.

Key things to know

There's more to sporting ability than strength and testosterone

Testosterone can increase a person's strength, but sport is about more than just strength. Fitness, training, age and experience often play a bigger part in making someone a good player. Studies have shown no significant link between testosterone and performance for elite female athletes.¹

No one 'changes gender' to reap rewards in sport

Transitioning or affirming gender is a deeply personal decision and is not something done on a whim. There is no evidence at the international level of boys or men 'changing gender' to reap rewards in women's sport.

Trans and gender diverse people use toilets as toilets and change rooms as change rooms

There is no evidence to support the notion that trans and gender diverse people use toilets, change rooms or other facilities to assault or harass others. Trans and gender diverse people are generally at high risk of being victimised, assaulted or harassed in toilets and change rooms.²

No two transitions/affirmations are the same

Many trans and gender diverse people go through a process of socially, medically or otherwise **transitioning** or **affirming** their gender. This process is different for everyone and doesn't necessarily include hormone treatment or surgery.

¹ See, for example, S Bermon et al, 'Serum androgen levels in elite female athletes' (2014) 99(11) *The Journal of Clinical Endocrinology & Metabolism*, 4328.

² See, for example, J L Herman, 'Gendered restrooms and minority stress: The public regulation of gender and its impact on transgender people's lives' (2013) 19(1) *Journal of Public Management & Social Policy*, 65.



Examples of discrimination based on gender identity

- deliberately using incorrect names or pronouns
- invasive, inappropriate questioning about a person's physical characteristics or their sex life (this may also constitute sexual harassment)
- any form of harassment or bullying, including ridiculing or ignoring someone because of their gender identity
- denying a member training or promotion opportunities because of their gender identity
- denying access to benefits associated with Club membership because of someone's gender identity
- a coach denying participation opportunities to a player on the basis of their gender identity
- discriminating against someone in team selection based on their gender identity in situations where single-sex competition exceptions do not apply
- changing the nature of someone's role, such as taking someone off water safety duties, because of their gender identity.

Transitioning members and affiliates

Point Leo SLSC will develop a formal plan in consultation with transitioning members and affiliates if the individual concerned wishes to do so. The content of the plan should be determined through discussions between relevant volunteers, the individual and any other support people the person would like to attend.

Transition plans will include information relating to name changes, dress code, and the use of toilets and other facilities.

Point Leo SLSC will also develop a management plan for the whole Club. The management plan may include relevant information gathered from the process of developing a personalised transition plan for individual members and include information on:

- supports for all members
- communicating relevant information to others in the Club (in a manner agreed to with the individual)
- protecting privacy and confidentiality for transitioning members
- dealing with any questions or concerns from people in the Club.

The aim of a management plan is to ensure transitioning members and affiliates are treated with respect and dignity, any questions or concerns from others in the Club are addressed, and the Club remains free from discrimination, harassment and unfair treatment.

Privacy and confidentiality

Members of the Club must respect privacy and confidentiality in relation to trans and gender diverse members and affiliates. Point Leo SLSC adheres to LSV and SLSA Privacy Policies.

Use of toilets and facilities

Members and affiliates are entitled to use toilets, change rooms and other facilities that are appropriate to their identified gender. Any individuals who have concerns about the use of toilets and facilities should raise these with the Point Leo SLSC Member Protection Information Officer.

Participation in single sex competitions

Point Leo SLSC will support participation of trans and gender diverse people in single sex competitions as appropriate to their identified gender. Non-binary competitors will be allowed to elect which team they consider more appropriate to join.

Uniforms

Point Leo SLSC will provide an appropriate range of uniform styles and sizes that cater to different body shapes.

Information and ongoing learning

Point Leo SLSC commits to providing educative information to members and affiliates through communication networks such as the website and social media.



Resolving issues at Point Leo SLSC

Point Leo SLSC strongly encourages any individual who believes they have been discriminated against, bullied or harassed, sexually harassed, vilified or victimised to take appropriate action, and consult with the Point Leo SLSC Grievance Officer and/or Member Information Protection Officer.

Individuals who witness another person being discriminated against, bullied or harassed, sexually harassed, vilified or victimised should also take appropriate action to address it.

Members who do not feel safe or confident to take such action personally, may seek assistance from the Point Leo SLSC Grievance Officer, Member Protection Information Officer, President, Club Captain and or Vice-Club Captain for advice and support or action their behalf.

Equal opportunity contact officers

Contact officers are members who have been trained to provide confidential and impartial information and support to help members make an informed decision about how to try to resolve an issue.

Contact officers will not solve the problem for you, but they can be a very useful sounding board for you to reflect on your situation, provide a new perspective and help you make a practical and effective decision that meets your needs.

Due to lack of resources, Point Leo SLSC does not currently have equal opportunity contact officers. However, we do have a Point Leo SLSC Grievance Officer and a Member Protection Information Officer.

Member assistance program

Life Saving Victoria has a Member Welfare team, with supports and resources, found:

Point Leo SLSC members are entitled to a certain amount of free, professional counselling from Life Saving Victoria's member welfare program. To access the member assistance program, resources and further supports, contact LSV via <https://lsv.com.au/clubs-members/support/member-welfare/>.

Member assistance program counselling is confidential and nothing discussed with a counsellor will be communicated back to Point Leo SLSC.

More information

If you have a query about this policy or need more information please contact

- Point Leo SLSC Club Grievance Officer
- Member Protection Information Officer
- Club Captain: clubcaptain@pointleo
- Club President: president@pointleoslsc.com.au

**Approved by Committee
October 2023**



4.24 Competition Team Trailer Towing Subsidy Policy

Policy No: 4.24

Type of Policy: Administrative

Effective Date: 10 December 2023

Last Revised: 10 December 2023

Policy Owner: Committee

Policy Contact: Secretary, Point Leo Surf Life Saving Club (secretary@pointleoslsc.com.au)

The purpose of this policy is to establish a framework for the Club to make a payment to Club Members for the fuel costs incurred in towing club trailers to and from Surf Life Saving Carnivals and LSV events (Events).

The total amount for each section (being Junior Competition, Senior Competition and Boats) is capped at \$500 per section per season.

Any unused or uncommitted the payments (per section or in the aggregate for the Club) from one season cannot be carried over into the next season.

Policy Conditions

1. The subsidy will be administered in the form of a payment by the Club to the Club Member upon the presentation of a tax invoice for the fuel cost incurred.
2. There will be no subsidy available for what are deemed local Events, that is Events held on the Mornington Peninsula (including Frankston).
3. The maximum amount paid will be:
 - a. \$50 for Metropolitan Bayside carnivals north of Frankston, including Altona
 - b. \$100 for West Coast carnivals, including Warrnambool; and
 - c. \$100 for East Coast carnivals, except for Inverloch which will be \$50.
4. The maximum amount covers the fuel costs incurred to tow the trailer both ways, that is away from Point Leo and return to Point Leo.
5. The person responsible (Responsible Person) for administering the fuel cost payment to eligible recipients will be:
 - a. Junior Competition – Team Manager (Juniors)
 - b. Senior Competition – Team Manager (Seniors)
 - c. Boat Section – Boat Captain
6. Trailer towing for interstate carnivals and camps are excluded from this policy. The eligibility for fuel reimbursement under these circumstances will be considered individually by the Executive Committee in consultation with the relevant Responsible Person.
7. Usage of the club bus for towing to senior carnivals should be maximised.
8. The Executive Committee reserves the right to determine what is deemed as a suitable carnival.
9. If there is any uncertainty or doubt as to the interpretation and/or implementation of this Policy, the Executive Committee's decision as to the interpretation to be followed shall be final and binding.

**Approved by Committee
December 2023**



4.25 Point Leo Brand Guidelines

Point Leo Surf Life Saving Club
Brand guidelines

Brand mark
One colour



Blue
PMS 2758
C: 100
M: 91
Y: 7
K: 32
R: 11
G: 34
B: 101

Brand mark
Two colour



Blue	Orange
PMS 2758	PMS 151
C: 100	C: 0
M: 91	M: 55
Y: 7	Y: 100
K: 32	K: 0
R: 11	R: 255
G: 34	G: 121
B: 101	B: 0

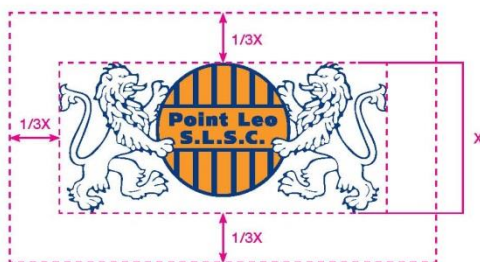
Point Leo Surf Life Saving Club
Brand guidelines

Brand mark

Clear space requirements

The clear space requirements are identical for all colour versions of the brand mark.

The minimum clear space for the brand mark is $1/3X$, where the value of X is derived from the height of the brand mark.



Minimum size

The minimum size requirements are identical for all colour versions of the brand mark.

Both versions of the brand mark can be reduced to the minimum size of 50mm wide.





Point Leo Surf Life Saving Club
Brand guidelines

Lion icon
One colour



Blue
PMS 2758
C: 100
M: 91
Y: 7
K: 32
R: 11
G: 34
B: 101

Lion icon
Two colour



Blue	Orange
PMS 2758	PMS 151
C: 100	C: 0
M: 91	M: 55
Y: 7	Y: 100
K: 32	K: 0
R: 11	R: 255
G: 34	G: 121
B: 101	B: 0

Point Leo Surf Life Saving Club
Brand guidelines

Lion icon

Clear space requirements

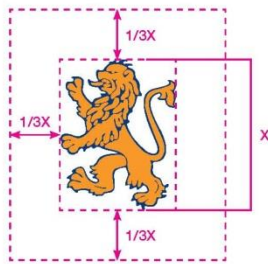
The clear space requirements are identical for all colour versions of the lion icon.

The minimum clear space for the lion icon is $1/3X$, where the value of X is derived from the height of the icon.

Minimum size

The minimum size requirements are identical for all colour versions of the lion icon.

Both versions of the lion icon can be reduced to the minimum size of 15mm wide.





Point Leo Surf Life Saving Club
Brand guidelines

Suggested file usage

Reproduction method	Number of colours	Logo file to use	Lion file to use
Digital Printing	Full colour – CMYK	PT_Leo_Logo_CMYK.eps	PT_Leo_Lion_CMYK.eps
Offset Printing	Full colour – CMYK	PT_Leo_Logo_CMYK.eps	PT_Leo_Lion_CMYK.eps
	Six colours – CMYK plus 2 spots	PT_Leo_Logo_2_SPOT.eps	PT_Leo_Lion_2_SPOT.eps
	Two colours	PT_Leo_Logo_2_SPOT.eps	PT_Leo_Lion_2_SPOT.eps
	One colour (blue)	PT_Leo_Logo_1_SPOT.eps	PT_Leo_Lion_1_SPOT.eps
	One colour (black)	PT_Leo_Logo_BLACK.eps	PT_Leo_Lion_BLACK.eps
Screen Printing	Two colours	PT_Leo_Logo_2_SPOT.eps	PT_Leo_Lion_2_SPOT.eps
	One colour (blue)	PT_Leo_Logo_1_SPOT.eps	PT_Leo_Lion_1_SPOT.eps
	One colour (black)	PT_Leo_Logo_BLACK.eps	PT_Leo_Lion_BLACK.eps
Embroidery	Two colours	PT_Leo_Logo_2_SPOT.eps	PT_Leo_Lion_2_SPOT.eps
	One colour (blue)	PT_Leo_Logo_1_SPOT.eps	PT_Leo_Lion_1_SPOT.eps
	One colour (black)	PT_Leo_Logo_BLACK.eps	PT_Leo_Lion_BLACK.eps
Word documents	Full colour – RGB	PT_Leo_Logo_RGB.jpg	PT_Leo_Lion_RGB.jpg
Powerpoint shows	Full colour – RGB	PT_Leo_Logo_RGB.png	PT_Leo_Lion_RGB.png
Internet	Full colour – RGB	PT_Leo_Logo_RGB.gif	PT_Leo_Lion_RGB.gif



5. Members Recognition and Perpetual Awards Manual

Overview

In any form of positive human endeavour, recognition of excellence by one's peers is regarded as the ultimate accolade. For volunteer organisations, such recognition, manifested by the conferring of Honours and Awards, may well be the only accolade or tangible reward received for many years of dedicated service, a single act of bravery, quality of performances at competition or actions or ideas which make the aquatic environment a safer one for all. – Life Saving Victoria Members Recognition Manual (2012)

This Manual is designed to make the Point Leo SLSC honours and awards process transparent, fair and accessible for all concerned.

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Overview of the Manual

This manual has three levels of information:

Level 1 The Honours and Awards Matrix

A single line entry for each and every award available. It is designed to be a simple, quick reference of all awards.

Level 2 The Awards Structure Overview

A simple diagram depicting the levels of prestige of each award group. It is divided into Club Membership, Vigilance & Service and Sport awards.

Level 3 The Awards Summary

This summary providing more award details including description, criteria, selector(s) and physical award.

The aim of publishing this Manual is to provide clear and concise criteria for each and every award. Where possible, the Point Leo SLSC Honours and Awards Criteria have been written to reflect that of related awards in Life Saving Victoria's Members Recognition Manual (2012).

Notes:

It is recognised that not all Award Criteria will be met by one individual over a season. However the Award Criteria will be used as a guideline to best select a recipient.

A member's age group will be determined as of the 30/9 of the current season.

Recommending award recipients for Lifesaving Victoria Awards of Excellence should include *other* club members who also may meet the criteria for LSV Honours and Awards who may not have received a Point Leo SLSC Honour or Award.

A Junior Athlete (U15/U17/U19) may be eligible for Athlete of the Year by their outstanding performance(s) in Open competition. The same member may also be eligible for Junior Athlete of the Year as per the specific criteria for that award.

Recipients of an Athlete of the Year Award are ineligible for Competitor of the Year Awards.

The Awards Subcommittee believe it is necessary to set a substantial budget of, but not limited to, a figure in the order \$1200 at the start of each season to fund the cost of rewards for Vigilance & Service Awards. We believe it necessary to reward members who significantly contribute to patrol operations at Point Leo SLSC.

**Approved by Committee
July 2014**



Award Matrix

Area	Tier	Award Name	Responsible Body	Acknowledgment
Club Membership	Tier 1	President's Award Senior	President	President's Award Honour Board & Plaque
		President's Award - Junior	President	President's Award Honour Board & Plaque
		Best Club Member	President	Dick Catterick Memorial Shield & Plaque
	Tier 2	Club Captain's Award	Club Captain	Plaque
Outstanding Achievement of the Year		Club Executive	Certificate	
Vigilance & Service	Tier 1	Patroller of the Year	Vice-Club Captain	Geoff Waters Perpetual Trophy, Plaque & Reward
		Junior Patroller of the Year	Vice-Club Captain	Perpetual Trophy, Plaque & Reward
	Tier 2	Patrol Hours Award	Vice-Club Captain	Certificate and Reward
Sport Awards	Tier 1	Female Athlete of the Year	Team Selection Panel	Perpetual Shield & Trophy/Plaque
		Male Athlete of the Year	Team Selection Panel	Perpetual Shield & Trophy/Plaque
		Junior Female Athlete of the Year	Team Selection Panel	Perpetual Shield & Trophy/Plaque
		Junior Male Athlete of the Year	Team Selection Panel	Perpetual Shield & Trophy/Plaque
		Masters Competitor of the Year	Team Selection Panel	Trophy/Plaque
	Tier 2	Swim Competitor of the Year	Swim Captain	Medal
		Board & Ski Competitor of the Year	Board & Ski Captain	Medal
		Beach Competitor of the Year	Beach Captain	Medal
		Competition Team of the Year	Team Selection Panel	Medal
Junior Life Saving Program Awards	Tier 1	Jill McKellar Nipper of the Year	Nipper Coordinator	Jill McKellar Memorial Shield & Plaque
		Nipper Parent of the Year	Nipper Coordinator	Plaque
		Nipper Female Athlete of the Year	Nipper Coordinator	Trophy/Plaque
		Nipper Male Athlete of the Year	Nipper Coordinator	Trophy/Plaque
	Tier 2	Nipper Coordinator's Award	Nipper Coordinator	Plaque
		Water Safety Awards	Nipper Coordinator	Certificate & Reward
		Nipper Competitor Award	Nipper Coordinator	Medal

Awards Overview by Tier





Club Membership Honours and Awards

Tier 1

Award Name:	President's Award
Award Description:	This award recognises a member who has made an outstanding contribution to the Point Leo SLSC and has demonstrated leadership in one or more Club and Lifesaving Victoria activities, competitive performance, fostering of team spirit, and personal conduct and demeanour.
Award Criteria:	<ol style="list-style-type: none"> 1. Provided significant contribution to the Point Leo SLSC that has resulted in the advancement of the club. 2. Significant contribution to lifesaving as a volunteer at any level in one or more areas of the Club during the current season. 3. Demonstrated commitment to lifesaving at Point Leo SLSC or in Victoria. 4. Major achievements and positions held at club or Life Saving Victoria level during the current season. 5. Significant involvement or major achievements in lifesaving in the 2 years prior to the current season.
Form of Award:	President's Award Honour Board & Plaque
Award Sponsor:	
Selector(s):	President (in consultation with one or more of Club Captain, Secretary or Treasurer)

Award Name:	President's Award – Junior
Award Description:	This award recognises a junior member (U15/U17/U19) who has made an outstanding contribution to the Point Leo SLSC and has demonstrated leadership in one or more Club and Lifesaving Victoria activities, competitive performance, fostering of team spirit, and personal conduct and demeanour.
Award Criteria:	<ol style="list-style-type: none"> 1. Provided significant contribution to the Point Leo SLSC that has resulted in the advancement of the club. 2. Significant contribution to lifesaving as a volunteer at any level in one or more areas of the Club during the current season. 3. Demonstrated commitment to lifesaving at Point Leo SLSC or in Victoria. 4. Major achievements and positions held at club or Life Saving Victoria level during the current season. 5. Significant involvement or major achievements in lifesaving in the 2 years prior to the current season.
Form of Award:	President's Award Honour Board & Plaque
Award Sponsor:	
Selector(s):	President (in consultation with one or more of Club Captain, Secretary or Treasurer)



Award Name:	Best Club Member (Dick Catterick Memorial Shield)
Award Description:	This award recognises a member who has made an outstanding all round contribution during the season. Presented in memory of the late Dick Catterick.
Award Criteria:	<ol style="list-style-type: none"> 1. Provided significant contribution to the Point Leo SLSC that has resulted in the advancement of the club. 2. Significant contribution to lifesaving as a volunteer at any level in one or more areas of the Club during the current season. 3. Demonstrated commitment to lifesaving at Point Leo SLSC or in Victoria. 4. Major achievements and positions held at club or Life Saving Victoria level during the current season. 5. Significant involvement or major achievements in lifesaving in the 2 years prior to the current season.
Form of Award:	Dick Catterick Memorial Shield & Plaque
Award Sponsor:	
Selector(s):	President (in consultation with one or more of Club Captain, Secretary or Treasurer)

Tier 2

Award Name:	Club Captain's Award
Award Description:	This award recognises a member whose contribution to club operations demonstrably enhances the development of lifesaving at the Point Leo SLSC or whose commitment to patrol operations, training and education, youth and leadership development or the Junior Lifesaving Program has excelled the Club.
Award Criteria:	<ol style="list-style-type: none"> 1. Provided significant contribution to the Point Leo SLSC that has resulted in the advancement of the club. 6. Significant contribution to lifesaving as a volunteer at any level in one or more areas of the Club during the current season. 2. Demonstrated commitment to lifesaving at Point Leo SLSC or in Victoria. 3. Major achievements and positions held at club or Life Saving Victoria level during the current season. 4. Potential to achieve future challenges in lifesaving. 5. Significant involvement or major achievements in lifesaving in the 1 year prior to the current season.
Form of Award:	Plaque
Award Sponsor:	
Selector(s):	Club Captain (in consultation with the Vice-Club Captain, President, Secretary or Treasurer)

Award Name:	Outstanding Achievement of the Year
Award Description:	Recognises outstanding achievement(s) or contributions by a team in any sector of club activity during the current season.
Award Criteria:	<ol style="list-style-type: none"> 1. Limited to non-competition teams/sub-committees 2. Significant contribution to the club and its members 3. Significant fundraising 4. Develop club towards achieving its mission 5. Outstanding achievement during the current season.
Form of Award:	Certificate
Award Sponsor:	
Selector(s):	Club Executive



Vigilance & Service Honours and Awards

Tier 1

Award Name:	Patroller of the Year (Geoff Waters Perpetual Trophy)
Award Description:	The Patroller of the Year award is presented each year in recognition of excellence and commitment to patrolling.
Award Criteria:	<ol style="list-style-type: none"> 1. Significant contribution to Point Leo SLSC patrol duties during the current season, which may include the advancement of lifesaving qualifications. 2. Demonstrated commitment to public safety during the current season. 3. Involvement in a significant rescue(s) or preventative actions. 4. Outstanding attitude towards patrol and patrol duties. 5. Number of hours patrolled <p>Rostered patrol hours are the most significant followed by unrostered patrol hours. Water safety hours contribute as a final criterion.</p>
Form of Award:	Geoff Waters Perpetual Trophy, Plaque & Reward
Award Sponsor:	
Selector(s):	Vice-Club Captain (in consultation with current Patrol Captains) upon review of Surfguard.

Award Name:	Junior Patroller of the Year
Award Description:	The Junior Patroller of the Year award is presented to a junior member (U15/U17/U19) each year in recognition of excellence and commitment to patrolling.
Award Criteria:	<ol style="list-style-type: none"> 1. Significant contribution to Point Leo SLSC patrol duties during the current season, which may include the advancement of lifesaving qualifications. 2. Demonstrated commitment to public safety during the current season. 3. Involvement in a significant rescue(s) or preventative actions. 4. Outstanding attitude towards patrol and patrol duties. 5. Number of hours patrolled <p>Rostered patrol hours are the most significant followed by unrostered patrol hours. Water safety hours contribute as a final criterion.</p>
Form of Award:	Perpetual Trophy, Plaque & Reward
Award Sponsor:	
Selector(s):	Vice-Club Captain (in consultation with current Patrol Captains) upon review of Surfguard.

Tier 2

Award Name:	Patrol Hours Award
Award Description:	This award recognises and acknowledges the commitment of the volunteer patrol member who provides the 100+, 75+ or 50+ patrol hours during the current season.
Award Criteria:	<ol style="list-style-type: none"> 1. Must complete 100+, 75+ or 50+ hours for club patrols during the current season. 2. All patrol activities must be signed off to Surfguard and does NOT include hours provided for the conduct of water safety for which the member and/or club has received payment.
Form of Award:	Gold, Silver or Bronze Certificate & Reward
Award Sponsor:	
Selector(s):	Vice-Club Captain upon review of Surfguard.



Sport Awards

Tier 1

Award Name:	Female Athlete of the Year
Award Description:	Recognises the female athlete who demonstrated sporting excellence in Open competition as well as contributed to the areas of sport within lifesaving.
Award Criteria:	<ol style="list-style-type: none"> 1. Significant performances from Life Saving sanctioned events only. 2. Representative Teams 3. Major Competitions 4. Outstanding achievement during the current season. <p>Significant results from the Australian Titles of the current season will carry more weight in selection, specifically if an athlete(s) medals or competes in a final. Results from the current season's State Titles will be of significance for selection, and cumulative results from carnivals will only have significance after Aussie and State Titles results. While results at Aussie and State Titles are of immediate significance, consistent outstanding performance throughout the season must be taken into account.</p> <p>To help selectors in deciding Athlete of the Year recipients, Appendix A is provided as an example of how such decisions can be made using a structured points system (note: this is a guide only and is not required to be adhered to).</p>
Form of Award:	Perpetual Shield & Trophy/Plaque
Award Sponsor:	
Selector(s):	Team Selection Panel

Award Name:	Male Athlete of the Year
Award Description:	Recognises the male athlete who demonstrated sporting excellence in Open competition as well as contributed to the areas of sport within lifesaving.
Award Criteria:	<ol style="list-style-type: none"> 1. Significant performances from Life Saving sanctioned events only. 2. Representative Teams 3. Major Competitions 4. Outstanding achievement during the current season. <p>Significant results from the Australian Titles of the current season will carry more weight in selection, specifically if an athlete(s) medals or competes in a final. Results from the current season's State Titles will be of significance for selection, and cumulative results from carnivals will only have significance after Aussie and State Titles results. While results at Aussie and State Titles are of immediate significance, consistent outstanding performance throughout the season must be taken into account.</p> <p>To help selectors in deciding Athlete of the Year recipients, Appendix A is provided as an example of how such decisions can be made using a structured points system (note: this is a guide only and is not required to be adhered to).A</p>
Form of Award:	Perpetual Shield & Trophy/Plaque
Award Sponsor:	
Selector(s):	Team Selection Panel



Award Name:	Junior Female Athlete of the Year
Award Description:	This award recognises outstanding achievements by a junior female athlete (U15/U17/U19)
Award Criteria:	<ol style="list-style-type: none"> 1. Significant performances from Life Saving sanctioned events only. 2. Representative Teams 3. Major Competitions 4. Outstanding achievement during the current season. <p>Significant results from the Australian Titles of the current season will carry more weight in selection, specifically if an athlete(s) medals or competes in a final. Results from the current season's State Titles will be of significance for selection, and cumulative results from carnivals will only have significance after Aussie and State Titles results. While results at Aussie and State Titles are of immediate significance, consistent outstanding performance throughout the season must be taken into account.</p> <p>To help selectors in deciding Athlete of the Year recipients, Appendix A is provided as an example of how such decisions can be made using a structured points system (note: this is a guide only and is not required to be adhered to).</p>
Form of Award:	Perpetual Shield & Trophy/Plaque
Award Sponsor:	
Selector(s):	Team Selection Panel

Award Name:	Junior Male Athlete of the Year
Award Description:	This award recognises outstanding achievements by a junior male athlete (U15/U17/U19)
Award Criteria:	<ol style="list-style-type: none"> 1. Significant performances from Life Saving sanctioned events only. 2. Representative Teams 3. Major Competitions 4. Outstanding achievement during the current season. <p>Significant results from the Australian Titles of the current season will carry more weight in selection, specifically if an athlete(s) medals or competes in a final. Results from the current season's State Titles will be of significance for selection, and cumulative results from carnivals will only have significance after Aussie and State Titles results. While results at Aussie and State Titles are of immediate significance, consistent outstanding performance throughout the season must be taken into account.</p> <p>To help selectors in deciding Athlete of the Year recipients, Appendix A is provided as an example of how such decisions can be made using a structured points system (note: this is a guide only and is not required to be adhered to).</p>
Form of Award:	Perpetual Shield & Trophy/Plaque
Award Sponsor:	
Selector(s):	Team Selection Panel

Award Name:	Masters Competitor of the Year
Award Description:	<ol style="list-style-type: none"> 1. Significant performances from Life Saving sanctioned events only. 2. Representative Teams 3. Major Competitions 4. Outstanding achievement during the current season. <p>Significant results from the Australian Titles of the current season will carry more weight in selection, specifically if an athlete(s) medals or competes in a final. Results from the</p>



	<p>current season's State Titles will be of significance for selection, and cumulative results from carnivals will only have significance after Aussie and State Titles results. While results at Aussie and State Titles are of immediate significance, consistent outstanding performance throughout the season must be taken into account.</p> <p>To help selectors in deciding Athlete of the Year recipients, Appendix A is provided as an example of how such decisions can be made using a structured points system (note: this is a guide only and is not required to be adhered to).</p>
Form of Award:	Trophy/Plaque
Award Sponsor:	
Selector(s):	Team Selection Panel

Tier 2

Award Name:	Swim Competitor of the Year
Award Description:	Recognises an athlete who has demonstrated sporting excellence as well as contributed to the area of swimming (beach & pool) within lifesaving sport.
Award Criteria:	<ol style="list-style-type: none"> 1. Competed regularly and performed in Life Saving sanctioned events only. 2. Demonstrated commitment to the discipline which may include training regularly and leadership qualities. 3. Demonstrated significant team spirit and personal conduct and demeanour. 4. Demonstrably strived for excellence in sport.
Form of Award:	Medal
Award Sponsor:	
Selector(s):	Swim Captain (in consultation with the Team Selection Panel)

Award Name:	Board & Ski Competitor of the Year
Award Description:	Recognises an athlete who demonstrated sporting excellence as well as contributed to the area of craft events (board & ski) within surf lifesaving sport.
Award Criteria:	<ol style="list-style-type: none"> 1. Competed regularly and performed in Life Saving sanctioned events only. 2. Demonstrated commitment to the discipline which may include training regularly and leadership qualities. 3. Demonstrated significant team spirit and personal conduct and demeanour. 4. Demonstrably strived for excellence in sport.
Form of Award:	Medal
Award Sponsor:	
Selector(s):	Board & Ski Captain (in consultation with the Team Selection Panel)

Award Name:	Beach Competitor of the Year
Award Description:	Recognises an athlete who demonstrated sporting excellence as well as contributed to the area of beach events within surf lifesaving sport.
Award Criteria:	<ol style="list-style-type: none"> 1. Competed regularly and performed in Life Saving sanctioned events only. 2. Demonstrated commitment to the discipline which may include training regularly and leadership qualities. 3. Demonstrated significant team spirit and personal conduct and demeanour. 4. Demonstrably strived for excellence in sport.
Form of Award:	Medal
Award Sponsor:	
Selector(s):	Beach Captain (in consultation with the Team Selection Panel)



Award Name:	Competition Team of the Year
Award Description:	Recognises outstanding achievement(s) by a team in respect to lifesaving competition performances during the current season.
Award Criteria:	<ol style="list-style-type: none"> 1. Limited to teams that consist of 4 or members 2. Consistent participation and significant performances from Life Saving sanctioned events only. 3. Representative Teams 4. Major Competitions 5. Outstanding achievement during the current season.
Form of Award:	Medal
Award Sponsor:	
Selector(s):	Team Selection Panel

Junior Surf Lifesaving Program

Tier 1

Award Name:	Jill McKellar Nipper of the Year
Award Description:	The Jill McKellar Nipper of the Year Award is the most prestigious award for the Point Leo SLSC Junior Program. It is an award that looks back on the achievements of U14 Nippers and uses specific criteria to determine the recipient. This award is named for the many years of involvement in the Nipper program by Jill McKellar (Nipper Coordinator from 1993 to 1997). Jill was involved in the setting up of the program as we know it today. Jill was a great supporter and promoter of the program through her teaching career and continued helping with the Under 8's for many years after her children had long finished Nippers.
Award Criteria:	See Appendix B
Form of Award:	Jill McKellar Perpetual Shield & Plaque
Award Sponsor:	
Selector(s):	Nipper Coordinator (in consultation with the JSLP Directors)

Award Name:	Nipper Parent of the Year
Award Description:	This award recognises a member who has provided extraordinary volunteer service to the Nipper Program throughout the current season
Award Criteria:	<p>This award recognises a member <i>and</i> parent with a registered junior member between the ages of 6 and 14 during the current patrol season, who has shown commitment over the past twelve months and may include any of the following criteria:</p> <ul style="list-style-type: none"> • Respect gained by other parents and Junior members; • Provides a role model for other parents; • Dedication shown in getting their own family plus others to participate in Life Saving Victoria programs and events; • New initiatives created to improve the youth lifesaving experience; • Continuous improvement strategies implemented; • Areas of general assistance around the club; • Age group leader/manager roles held; • Coaching or official accreditations gained; • Lifesaving awards gained during the period with club, (i.e. Bronze, IRB Driver, etc.); • Water safety duties completed for club programs or carnivals; • Team Manager details - organising other parents and junior members for and at carnivals.
Form of Award:	Plaque
Award Sponsor:	
Selector(s):	Nipper Coordinator (in consultation with one of the Executive)



Award Name:	Nipper Female Athlete of the Year
Award Description:	Awarded to the most outstanding female U/14 competitor of the season.
Award Criteria:	<p>1. Significant performances from Life Saving sanctioned events only.</p> <p>2. Representative Teams</p> <p>3. Major Competitions</p> <p>4. Outstanding achievement during the current season.</p> <p>Results from the current season's State Titles will be of significance for selection, and cumulative results from carnivals will only have significance after State Titles results. While results at State Titles are of immediate significance, consistent outstanding performance throughout the season must be taken into account.</p> <p>To help selectors in deciding Athlete of the Year recipients, Appendix A is provided as an example of how such decisions can be made using a structured points system (note: this is a guide only and is not required to be adhered to).</p>
Form of Award:	Trophy/Plaque
Award Sponsor:	
Selector(s):	Nipper Coordinator (in consultation with Team Selection Panel and U14 Age Group Managers)

Award Name:	Nipper Male Athlete of the Year
Award Description:	Awarded to the most outstanding male U/14 competitor of the season.
Award Criteria:	<p>1. Significant performances from Life Saving sanctioned events only.</p> <p>2. Representative Teams</p> <p>3. Major Competitions</p> <p>4. Outstanding achievement during the current season.</p> <p>Results from the current season's State Titles will be of significance for selection, and cumulative results from carnivals will only have significance after State Titles results. While results at State Titles are of immediate significance, consistent outstanding performance throughout the season must be taken into account.</p> <p>To help selectors in deciding Athlete of the Year recipients, Appendix A is provided as an example of how such decisions can be made using a structured points system (note: this is a guide only and is not required to be adhered to).</p>
Form of Award:	Trophy/Plaque
Award Sponsor:	
Selector(s):	Nipper Coordinator (in consultation with Team Selection Panel and U14 Age Group Managers)



Tier 2

Award Name:	Nipper Coordinator's Award
Award Description:	This award recognises the achievements of an Under 14 Nipper and is awarded at the discretion of the Nipper Coordinator.
Award Criteria:	<p>The criteria for this award is quite flexible and may be awarded to a suitable candidate under any of the following circumstances:</p> <ul style="list-style-type: none"> • to an outstanding runner-up in The Jill McKellar Nipper of the Year Award • to reward a dedicated nipper who may not have had competition success but has shown commitment and perseverance throughout their years in the nipper program. • to a junior who has overcome personal difficulties during their time in nippers.
Form of Award:	Plaque
Award Sponsor:	
Selector(s):	Nipper Coordinator (in consultation with Age Group Managers).



Award Name:	Water Safety Award
Award Description:	This award recognises and acknowledges the commitment of the volunteer member who provided a significant contribution to Water Safety of the Nipper program during the current season.
Award Criteria:	<ol style="list-style-type: none"> 1. Limited to five active members 2. Significant contribution to the Nipper Program water safety duties during the current season 3. Commitment to the safety of nippers 4. Outstanding attitude towards water safety and water safety duties. 5. Number of water safety hours provided
Form of Award:	Certificate & Reward
Award Sponsor:	
Selector(s):	Nipper Coordinator (in consultation with the Nipper Water Coordinator and upon review of Surfguard).

Award Name:	Nipper Competitor Award
Award Description:	Recognises an U14 Nipper athlete who demonstrated sporting excellence as well as contributed to junior surf lifesaving sport.
Award Criteria:	<ol style="list-style-type: none"> 1. Competed regularly and performed in Life Saving sanctioned events only. 2. Demonstrated commitment to their sport which may include training regularly and leadership qualities. 3. Demonstrated significant team spirit and personal conduct and demeanour. 4. Demonstrably strived for excellence in sport.
Form of Award:	Medal
Award Sponsor:	
Selector(s):	Nipper Coordinator (in consultation with the U14 Age Group Managers).

Appendix A

To help selectors in deciding Athlete of the Year recipients, Appendix A is provided as an *example* of how such decisions can be made using a structured points system (note: this is a guide only and is not required to be adhered to). ***It is a way to objectively evaluate and provide an indication of an athlete's performance, rather than a final score upon which the award is based.***

Note: If a member is selected as an Athlete of the Year, either at the junior, senior or masters level, the athlete becomes ineligible to be awarded any of the section awards.

For example: Female Athlete of the Year

Ranking is based on each carnival placings for all events on the program for the 5 key carnivals attended by the club for the season. Eg 1st=6 points, 6th = 1 point

Name	Torquay (points)					Point Leo					
	Iron	Surf race	Board race	taplin	Run	Iron	Surf race	Board race	Run	ski	points (ranking)
Simone	0	1	5	6	5	0	1	5	6	5	34 (3)
Khali	4	5	1	5	6	4	5	1	5	6	42 (1)
Dayna	6	3	6	4	1	6	3	6	4	1	40 (2)
Rose	2	2	2	1	2	2	2	2	1	2	18(4)



PLUS

Name	States					points (ranking)	Aussies				
	Iron	Surf race	Board race	taplin	Run		Quarters (1 point)	Semis 2 point	Finals 3 points	Points (rank)	Overall points (rank)
Simone	4	1	5	1	5	16 (=2)	0	0	3	3(3)	53 (=3)
Khali	5	5	1	6	6	23 (1)	0	2	0	2(4)	67 (1)
Dayna	1	3	6	3	1	14 (3)	0	4	6	10 (1)	64 (2)
Rose	6	2	2	4	2	16 (=2)	1	2	6	9(2)	53(=3)

Scores for individual disciplines are then combined to establish the Board & Ski, Swim (Surf & pool) and Beach Events).

Based on the above example, Khali is the Female athlete of the year, and she becomes ineligible for any discipline awards. The Board & Ski winner for female is (Board race + Ski) is Dayna, Run is Simone & Swim is Dayna (again).

Appendix B

JILL MCKELLAR NIPPER OF THE YEAR AWARD - SCORING

From what age did you start nippers at Point Leo?	1 point per year (Max 7)
Have you maintained your membership without missing a season?	1 point for yes
Which of the following Nipper Carnivals did you attend this season: Mt Martha Regionals Cosy Corner State Championships	1 point per carnival
Did you compete at any senior carnivals?	Other
Have you been a Point Leo Club Champion in a previous year?	Yes / No 1 point for yes
Did you compete this season in the Nipper U14 Club Championships?	Yes / No 2 points for yes
Did you place in this season's Club Championships?	Yes / No 1 point for yes
	Yes / No 2 points for first 1 point for 2 nd or 3 rd
Have you been a member of:	
Victorian Junior State Team	Yes / No 1 point for yes
Victorian Junior State Development team	Yes / No 1 point for yes
During this season did you compete in:	1 point for each yes
Beach Events: Yes / No Water Events: Yes / No	R and R Events: Yes / No
Did you attend Water safety at the Boxing Day Swim?	Yes / No 2 points for yes
Did you attend all of your Rostered Patrols?	Yes / No 1 point for yes
If no did you arrange a substitute?	Yes / No 1 point for yes
Did you participate in Club competition training?	Yes / No 1 point for yes
Why have you continued your participation in Nippers?	Mark out of 5
What is your intended involvement in the future, if any, at the Point Leo SLSC?	Mark out of 5

ATTITUDE

Score TWO points each if candidate: (Max 10)

1. Is friendly and supportive with club mates
2. Is well mannered and co-operative with instructors
3. Shows willingness to learn the skills of the program
4. Frequents the clubhouse and becomes involved in club life away from organised hours
5. Treats club property with care and in an appropriate manner

Point Leo SLSC Committee Role Descriptions

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Point Leo SLSC Committee Role Descriptions

PREAMBLE TO ROLE DESCRIPTIONS

The Committee is cognisant of the fact that the Point Leo Surf Life Saving Club (**the Club**) is by its nature a volunteer organisation that relies upon the spirit of participation amongst its Members to enable the Club to achieve its Objectives. In this spirit, recognising that the Club will always continue to grow and develop as its operating environment evolves, the Committee reinforces that:

- the role descriptions in this document are designed to ensure that the Club remains focussed on what the Club needs to thrive and succeed;
- providing clarity through the allocation of primary responsibilities is a great initiative to strengthen the operational fabric of the Club;
- articulating a role description does not indicate that any one (1) Committee Member is alone in their responsibility – the Club and the Committee is a team effort and retains a collective responsibility to the Club's Members. In this respect where role descriptions include 'key liaisons' it is expected that there will be a close relationship between people in these roles; and
- the Committee will regularly review each role description and update or amend each role description to ensure that the Committee remains fit for purpose to enable the Club to achieve its Objectives.

ADMINISTRATION ROLES

PRESIDENT

The President will:

- be the "face" of the Club;
- chair all meetings of the Committee;
- be an ex-officio member of all sub Committees;
- ensure the Committee implements robust management and good governance of the Club;
- be responsible for the general day-to-day operations of the Club;
- ensure that all Club operations are conducted in accordance with Club's constitution;
- submit an Annual Report on the overall activities of the club;
- provide articles for The Mine (quarterly);
- be a member of the Executive Committee;
- liaise with Government, Local Government, LSV and the Foreshore Committee (and other stakeholders) to represent the Club's interests;
- in the event of absence, nominate another member of the Committee to perform the President's role;
- lead the development of a Strategic Plan for the Club in accordance with the Club's Objectives and initiate a plan for the implementation and regular review of the Strategic Plan;
- act as, or in consultation with the Committee to appoint, the Club's delegate to LSV; and
- act in the best interests of the Club and ensure the Club's code of conduct is maintained at all times.

Point Leo SLSC Committee Role Descriptions

SENIOR VICE PRESIDENT

The Senior Vice-President will:

- provide support to the Club President, Secretary, Treasurer and Club Captain in the performance of their respective roles;
- be a member of the Executive Committee;
- in consultation with the President, play a proactive and constructive role in the operations and administration of the Club; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Executive Committee

TREASURER

The Treasurer will:

- ensure all money is received, banked and receipted appropriately;
- ensure that all expenditure is authorised by the Committee and payments made by electronic means or such other arrangements as may be appropriate from time to time;
- maintain, or have maintained, the prescribed books of account and submit a summarised statement of income and expenditure at each Committee Meeting;
- prepare, or have prepared, an annual income and expenditure statement and balance sheet setting out the Club's assets and liabilities;
- present the annual income and expenditure statement and balance sheet to the Annual General Meeting;
- assist the relevant Committee members in the preparation of their section budgets;
- present the club budgets to the Committee for endorsement;
- co-ordinate, liaise with and provide information to the Club's auditor as required;
- administrate the Club investments in consultation with the Executive Committee;
- be a member of the Executive Committee;
- be the signatory (with other nominated Committee members) on Club bank accounts and credit cards; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Club Auditor, Executive Committee, Bar Manager, Uniform Shop Manager, Registrar.

SECRETARY

The Secretary will:

- be responsible for the general routine administration matters of the Club;
- review and ensure implementation of any directives/policies provided by LSV and SLSA;
- receive, disseminate and record all correspondence relating to the Club in a timely manner;
- be a member of the Executive Committee;
- circulate, or have circulated, relevant information to Club members;
- prepare and maintain records of correspondence, agendas, minutes and notices of motion for Club meetings;
- prepare, or have prepared the Club annual report;

Point Leo SLSC Committee Role Descriptions

- maintain the Club's constitution and Governance and Policy Manual;
- ensure, in consultation with the Treasurer, compliance with all Club registration matters;
- perform the statutory role of Secretary as required by the *Associations Incorporation Reform Act 2012* (Vic) (**Act**), or any amending or replacement legislation: and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Executive Committee

REGISTRAR

The Registrar will:

- maintain a record of all Members;
- process all membership applications and renewals;
- manage Working With Children compliance for all members;
- in consultation with the Chief Instructor and Club Captain (as the case may be) record Member's lifesaving awards and patrol hours;
- make Member records available to Members in accordance with the Club Constitution; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Treasurer, Junior Surf Lifesaving Program (Nipper) Co-ordinator, Chief Instructor, Club Captain, Gear Steward, Team Manager's (Seniors and Juniors), Vice Captain (Patrols)

LIFESAVING OPERATIONS

CLUB CAPTAIN

Responsible for active leadership and operational activities of the club. Coordinates all functions associated with the provision of lifesaving services.

The Club Captain will:

- be involved in the decision making process for operational issues;
- liaise with LSV as necessary to ensure knowledge of patrol requirements is understood and undertaken, including SOPs;
- train and develop the leadership skills of patrol captains and other key club roles;
- responsible for coordinating yearly presentation of membership recognition and perpetual awards;
- responsible for member adherence with club rules and codes of conduct including being part of disciplinary hearings for breaches;
- report to each Committee meeting as needed to ensure the Committee is made aware of important operational issues and make recommendations for key decisions;
- submit an Annual Report on overall Club operational activities;
- be a member of the Executive Committee;
- be encouraged to initiate, support, drive and advise on social initiatives that serve to enhance the quality of experience of all Members, with an emphasis on long-term impact; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Vice Captain (Patrols), Chief Instructor, Registrar, IRB Co-ordinator, Vice President Lifesaving Services, Gear Steward.

Point Leo SLSC Committee Role Descriptions

VICE CAPTAIN (PATROLS)

The Vice-Captain (Patrols) will:

- work with the Club Captain to co-ordinate patrols and the development of patrol captains;
- work with the Chief Instructor to ensure that lifesaving skills are being developed to provide for patrol requirements;
- responsible for co-ordination of the care and maintenance of radio equipment;
- in the absence of the Club Captain take on their roles and responsibilities;
- submit an Annual Report on Patrol activities;
- ensure that records of patrols/water safety are entered in a timely manner into Surfguard; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct;

Key Liaisons: Club Captain, Chief Instructor, Vice President Lifesaving Services, Registrar, IRB Co-ordinator, Gear Steward.

CHIEF INSTRUCTOR

Responsible for the training and maintenance of lifesaving awards.

The Chief Instructor will:

- work with the Club Captain and Vice-Captain to ensure that Point Leo SLSC has sufficient qualified members to patrol efficiently;
- liaise with LSV as necessary to ensure training and assessment requirements are understood and undertaken;
- work with Vice President Lifesaving Services to develop and coordinate an annual plan for training programs for members to gain required lifesaving awards to be endorsed by the Committee;
- Recruit and co-ordinate a team of assistants to run training programs;
- Co-ordinate the development of trainers and assessors to assist with future training needs and as part of succession planning;
- submit an Annual Report;
- report to each Committee meeting as needed to ensure the Committee is made aware of important operational issues and make recommendations for key decisions; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Club Captain, Registrar, Vice Captain (Patrols), Junior Surf Lifesaving Program (Nipper) Co-ordinator, Vice President Youth Development, Vice President Lifesaving Services, IRB Co-ordinator.

IRB CO-ORDINATOR

Responsible for the provision of power craft and personnel to satisfy club requirements including the staged replacement of power craft.

The IRB Co-ordinator will:

- be responsible for the maintenance and repair of power craft including the procurement of parts and fuel;
- supervise and develop training for IRB qualifications;

Point Leo SLSC Committee Role Descriptions

- liaise with all qualified members to ensure that sufficient skills are maintained and developed to fulfil club requirements;
- submit an Annual Report;
- submit an annual plan to be endorsed by the Committee;
- prepare and submit an annual budget to the Treasurer for review and endorsement by the Committee; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Club Captain, Vice President Lifesaving Services, Chief Instructor, Junior Surf Lifesaving Program (Nipper) Co-ordinator, Team Manager (Seniors and Juniors), Gear Steward.

GEAR STEWARD

Responsible for the maintenance and co-ordination of the club lifesaving, awards training and junior program equipment, including trailers.

The Gear Steward will:

- prepare and submit an annual budget to the Treasurer for review and endorsement by the Committee to ensure the club is rescue ready and able to support our training programs;
- manage the maintenance of club equipment using Treasurer approved quotes prior to outsourcing work;
- manage the storage and use of all club equipment;
- manage the storage planning and allocation of space for club and personal equipment in the club facilities;
- submit an Annual Report on Club Equipment; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Club Captain, Vice President Lifesaving Services, Vice Captain (Patrols), Vice President Facilities, Head Coach, Registrar, IRB Co-ordinator.

VICE PRESIDENT LIFESAVING SERVICES

The Vice-President Lifesaving Services will:

- provide assistance and/or mentoring to Club Captain, Vice Captain (patrols) and Chief Instructor;
- co-ordinate with relevant club representatives on programs for community groups and schools;
- assist the Chief Instructor with the provision of training courses and the logistical aspects of training camps;
- responsible for ensuring that First Aid equipment is operational and that the First Aid Room is fully equipped;
- liaise with Club Captain and Chief Instructor to prepare and submit an annual budget to the Treasurer for review and endorsement by the Committee; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Club Captain, Vice Captain (Patrols), Chief Instructor, IRB Coordinator.

Point Leo SLSC Committee Role Descriptions

JUNIOR PROGRAM

JUNIOR SURF LIFESAVING PROGRAM (NIPPER) CO-ORDINATOR

Co-ordinate and deliver the Junior Surf Life Saving Program (JSLP) for (U7 to 14)

The Junior Surf Lifesaving Program (Nipper) Co-ordinator will:

- work with Vice President Juniors to plan the program, including Junior competition training;
- update the seasonal Junior Handbook;
- review Junior Policies as required and submit to Committee for endorsement;
- co-ordinate and deliver the JSLP;
- select, appoint and assist Age Group Managers, Activity Leaders and Water Safety co-ordinator;
- submit an Annual report on JSLP;
- central point of contact to LSV with regard to the Point Leo JSLP;
- ensure all relevant LSV Nipper administration and compliance is completed – Nipper App, Junior Lifesaving Awards, Age Managers training;
- co-ordination of the annual Nipper Recognition and Perpetual awards and presentation at the Presentation night;
- liaise with Nipper App administrator to ensure all Nipper awards and qualifications are uploaded and published with LSV; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Vice-President Juniors, Junior Surf Lifesaving Program (Nipper) Representative, Team Manager (Juniors), IRB Co-ordinator, Registrar, Gear Steward, Chief Instructor.

JUNIOR SURF LIFESAVING PROGRAM (NIPPER) REPRESENTATIVE

Assists the Nipper co-ordinator to deliver JSLP by focussing on the support aspects of the JSLP.

The Junior Surf Lifesaving Program (Nipper) Representative will:

- assist the Nipper co-ordinator to deliver JSLP by focussing on the support aspects of the JSLP;
- co-ordinate/liaise with parent volunteers for rostering of Nipper parents to various tasks relevant to the running of the program;
- organise submission of all relevant JSLP and Nipper competition items for the club weekly emails;
- collate and distribute Nipper specific information via Nipper email account; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Junior Surf Lifesaving Program (Nipper) Co-ordinator, Vice-President Juniors, Team Manager (Juniors), Parent volunteers, Vice President Communications.

TEAM MANAGER (JUNIORS)

Coordinate the Point Leo Junior Competition Team to ensure active and compliant participation in LSV Junior Carnivals.

The Team Manager (Juniors) will:

- facilitate entries to all Junior Carnivals by the LSV due date;
- ensure all competitors have met competition entry requirements (awards and fees);
- organise training and LSV compliance for Officials Awards;

Point Leo SLSC Committee Role Descriptions

- supervise and ensure the delivery of the Sunday competition training program that covers all disciplines;
- ensure all competitors and parents adhere to Point Leo SLSC and LSV Competitor and Parent Codes of Conduct and the Point Leo Junior Competition Selection Policy;
- ensure all club equipment (tent, boards tubes, rescue boards, reel etc) is transported to and from carnivals;
- ensure any protests at carnivals are dealt with in an efficient and appropriate manner;
- manage club compliance requirements for competition events including allocation of roles such as Officials, Carnival Set up and Pack up, Water Safety and craft/equipment transport;
- submit an Annual Report on Junior Competition and State Title results;
- act as the central contact point to LSV for all nipper competition related requirements; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Junior Surf Lifesaving Program (Nipper) Co-ordinator, Registrar, AGMs, IRB Coordinator, Gear Steward, Team Manager (Seniors), Head Coach, Vice President Juniors, Vice President Youth Development.

VICE PRESIDENT JUNIORS

Provides guidance and support to the Nipper Co-Ordinator on all aspects of the JSLP

The Vice-President Juniors will:

- develop and submit seasonal Nipper budget to the Treasurer for review and endorsement by the Committee;
- co-ordinate applications for LSV U13 Development camp with Nipper Coordinator with recommendations to the Committee;
- co-ordinate applications for LSV Champion Junior Lifesaver Development Day with Nipper Co-ordinator with recommendations to the Committee;
- liaise with Nipper Co-ordinator to plan entire JSLP program;
- liaise with Chief Instructor regarding Surf Rescue Certificate course and JSLP Surf Education; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Junior Surf Lifesaving Program (Nipper) Co-ordinator, Chief Instructor, Team Manager (Juniors).

SURF SPORTS

HEAD COACH

The Head Coach will:

- develop a club wide surf sports program;
- report annually on the surf sports training program;
- set training programs including engaging external coaching expertise as required funded from the surf sports budget;
- manage the surf sports coaching team and selection panel;

Point Leo SLSC Committee Role Descriptions

- in consultation with the Junior Surf Lifesaving Program (Nipper) Co-ordinator advise (using data from Parent Assistance Form) re selection and coaching of activity leaders to increase skills and interest in surf sports;
- recruit surf sports participants via club and community activities;
- work with the Vice-President Youth Development to optimise engagement of Cadets with the surf sports program;
- develop and manage a surf sports communication strategy including a digital platform and targeted email campaigns (using data from SurfGuard) to be endorsed by the Committee;
- review Surf Sports Policies as required and submit to the Committee for endorsement;
- manage surf sports camps and interstate carnival trips;
- support a positive sports culture within the context of the Club Code of Conduct;
- support the Team Manager (Juniors) in increasing skills and interest in surf sports;
- in consultation with the Team Manager (Seniors) prepare and submit an annual budget (including subsidy program) to the Treasurer for review and endorsement by the Committee;
- manage purchase and maintenance of senior club surf sports equipment as endorsed in annual budget;
- co-ordinate with the non-Committee sports leadership roles as needed each season and including the Boat, Swim, Board, Ski, Beach, R+R, IRB, Pool, Lifesaving Surf Sports Captains;
- submit an Annual Report on Surf Sports Training; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Team Manager (Seniors and Juniors), Vice President Youth Development, Gear Steward, Vice President Fundraising and Sponsorships, Junior Surf Lifesaving Program (Nipper) Co-ordinator, Athlete's Representative.

TEAM MANAGER (SENIORS)

The Team Manager (Seniors) will:

- manage the Youth (U14 and U15), Senior and Masters' competition teams in all aspects of surf sports including pool competition;
- be the central point of contact for all competitors for all competition needs (excluding coaching);
- communicate all relevant competition information to members in a timely manner;
- ensure surf sports team member lists are up to date and consistent with Surf Guard;
- using data provided by the Registrar communicate requirements for awards and patrol hours to all competitors to ensure they understand their responsibility for compliance;
- ensure all members wanting to compete in surf sports have paid required fees by the set date;
- ensure competition entries are completed on time;
- manage club compliance requirements for competition events including allocation of roles such as Officials, Carnival Set up and Pack up, Water Safety and craft/equipment transport;
- manage the competition team during carnivals, including any carnival protests;
- complete reporting on competition team activities to the Committee on a monthly basis;
- submit an Annual Report on Youth, Senior and Masters Competition including: State Team Representatives, State and National competition results; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Point Leo SLSC Committee Role Descriptions

Key Liaisons: Head Coach, Registrar, Treasurer, Athlete's Representative, Vice President Youth Development.

ATHLETE'S REPRESENTATIVE

The Athlete's Representative will:

- provide a channel of communication between the athletes and the Committee on club or surf sports matters.
- support the Head Coach and the Team Manager (Seniors) in ensuring compliance with the code of conduct; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Head Coach, Team Manager (Seniors)

VICE PRESIDENT PORTFOLIOS

VICE PRESIDENT COMMUNICATIONS

Responsible for co-ordination and delivery of timely and relevant internal and external club communications which celebrate and reflect the variety of programs and activities provided by the club.

The Vice President Communications will:

- develop and implement an annual communications plan and guidelines to be endorsed by Committee;
- collate and publish the club newsletter 'The Mine' quarterly;
- be the lead member of the club Social Media Management Group (SMMG);
- write and publish social media posts for the official club social media platforms of Facebook and Instagram as approved by the SMMG;
- write media releases for distribution to local media; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: LSV Media Officer, Social Media Management Group, Vice President Fundraising and Sponsorships, Vice President "Bobbas" Liaison, JSLP (Nipper) Representative, Vice Presidents Youth & Member Development.

VICE PRESIDENT YOUTH DEVELOPMENT

Responsible for the delivery of program opportunities for members 14 and 15 years.

The Vice President Youth Development will:

- propose and implement a seasonal program to be endorsed by the Committee;
- develop regular communications to parents e.g. specific newsletter;
- develop and update of a Point Leo Youth Handbook;
- co-ordinate applications for LSV U15 Leadership Development camp;
- submit an Annual Report on Youth Development activities; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Registrar, Junior Surf Lifesaving Program (Nipper) Co-ordinator, Vice President Member Development, Team Manager (Juniors & Seniors), Vice Captain (Patrols), Chief Instructor, Head Coach.

Point Leo SLSC Committee Role Descriptions

VICE PRESIDENT GRANTS

Responsible for Grant applications.

The Vice President Grants will:

- consult with Committee and Members regarding requirements for the season;
- source, complete and submit suitable grant applications;
- report details of grant applications to the Committee for discussion and endorsement prior to submission;
- is the main contact person for all funding bodies;
- maintain a Grants Register;
- co-ordinate applicable funding reports for funding bodies; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Treasurer, President, SLSA Grants Unit, Vice President Fundraising and Sponsorships.

VICE PRESIDENT FUNDRAISING AND SPONSORSHIPS

Develop and co-ordinate all club fundraising activities and sponsorship relationships.

The Vice President Fundraising and Sponsorships will:

- prepare a sponsorship plan to be endorsed by the Committee;
- plan, implement and maintain a sponsorship information package to be endorsed by Committee;
- actively seek and promote new club sponsors for both general and special events;
- report details of new sponsorship agreements to the Committee for endorsement;
- is the main club contact person for all sponsors;
- develop and maintain all sponsorship relationships and agreements;
- ensure all sponsorship agreement conditions are complied with (including advertising our sponsors to members);
- maintain a sponsorship register;
- ensure all sponsors and donors are invited to suitable club functions and activities;
- plan and co-ordinate major project fundraising activities, ensuring all necessary permits and registrations are obtained for the activity;
- ensure section fundraisers are properly planned and meet club regulations;
- report details of planned and completed fundraising activities to the Committee;
- submit an annual fundraising budget to the Treasurer for review and endorsement by the Committee;
- submit an Annual Report on Fundraising and Sponsorship activities; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Treasurer, President, Head Coach, Section Leaders, Project Leaders, Vice President Communications, Vice President Grants.

VICE-PRESIDENT FACILITIES

Responsible for the oversight of the Club buildings and surrounds.

The Vice-President Facilities will:

- make recommendations to the Committee on purchases or maintenance of the building and surrounds required for the club to be rescue ready and able to support our training programs and club activities;

Point Leo SLSC Committee Role Descriptions

- manage the maintenance of the buildings and surrounds using Treasurer approved quotes prior to outsourcing or completing work;
- prepare and submit an annual budget to the Treasurer for review and endorsement by the Committee;
- manage the contract with the club house cleaners;
- manage the waste disposal for the club;
- manage the nomination and Committee approval process for the summer and winter care takers;
- be a point of contact for any trades people;
- manage the club bookings calendar for use of the facilities and coordinate with the Treasurer for invoicing of booking fees (requests for outside club operations may require Committee approval);
- submit an Annual Report on Facilities; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Treasurer, Gear Steward, Club Captain.

VICE-PRESIDENT MEMBER DEVELOPMENT

Responsible for delivery of program opportunities for members 16 and over.

- develop and manage a membership development plan for members 16 and above to be endorsed by the Committee;
- co-ordinate applications for 18-25 LSV Mentor Program with recommendations to the Committee for endorsement;
- co-ordinate applications for LSV U18 Development Camp with recommendations to the Committee for endorsement;
- co-ordinate applications for LSV Building Leaders Scholarship with recommendations to the Committee for endorsement;
- co-ordinate applications for LSV National Leadership College with recommendations to the Committee for endorsement;
- submit an Annual Report on Member Development; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Club Captain, Vice Captain Patrols, Registrar, Vice President Youth Development, Vice President Communications.

VICE-PRESIDENT "BOBBAS" LIAISON

The Club's central point of contact for the Bobbas.

The Vice-President "Bobbas" Liaison will:

- liaise with the Bobba group to keep them up to date with general club information;
- advise of upcoming Club events and social activities, including invitations to attend;
- provide articles for The Mine (quarterly);
- ensure club resources are made available to assist with memberships as required;
- submit an Annual Report on Bobbas activities;
- advise Committee on significant Bobbas news; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Social Co-ordinator, Vice President Communications.

Point Leo SLSC Committee Role Descriptions

GENERAL COMMITTEE MEMBERS (4)

Each General Committee Member will:

- act as a proactive member of the Committee;
- actively participate in club activities and leadership roles as agreed with the President or Club Captain;
- perform a role in portfolio areas as agreed with relevant Committee members in consultation with the President or Club Captain; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

CLUB ACTIVITY ROLES

The Committee acknowledges that there are a number of important activities to be performed and managed across the various portfolios of the Point Leo Surf Life saving Club to ensure efficient and successful operations. In this spirit, it is recognised that not all activities need to be performed at, and not all activity participants may wish to participate at, the Committee. Accordingly, the Committee will invite Club Members to participate in the following portfolio roles of the Point Leo Surf Life Saving Club.

Reporting via President

- Life Member Liaison;
- Risk, Safety Officer – as nominated by the Committee;
- Member Protection Officer – as nominated by the Committee;
- Grievance Officer – as nominated by the Committee;
- LSV Delegates - as nominated by the Committee;
- Foreshore Liaison Officer; and
- Building Upgrade Sub-Committee.

Reporting via Club Captain &/or VP Lifesaving

- Radio Officer;
- First Aid Officer; and
- Boxing Day Swim Coordinator and organising Committee.

Reporting via VP Comms &/or VP Fundraising/Sponsorship

- Social Co-ordinator.
- Social Media Management Group

Reporting via Head Coach and Team Manager (Seniors and Juniors)

- Swim Captain;
- Boat Captain;
- Board + Ski Captain;

Point Leo SLSC Committee Role Descriptions

- R&R/March Past Captain;
- Beach Captain;
- Pool Captain;
- IRB Comp Captain; and
- Lifesaving Competition Captain.

Reporting via Treasurer

- Bar Manager; and
- Uniform Shop Manager.