



# Regulations

**HUNTER SURF LIFE SAVING INCORPORATED**

**Incorporation No: Y 0375724**

**ABN 75 019 707 672**

**Draft presented for review on: January 17, 2019**

**Date Approved:**

## Table of Contents

<b>Part 1 – Preliminary</b> .....	<b>3</b>
1. Interpretation.....	3
2. Changes to Regulations.....	3
<b>Part 2 – Executive and Advisers</b> .....	<b>4</b>
3. Executive qualifications and responsibilities .....	4
<b>Part 3 – Standing Boards</b> .....	<b>5</b>
4. Procedures for the Standing Boards .....	5
5. Board of Lifesaving.....	5
6. Board of Education.....	5
7. Board of Surf Sports .....	6
8. Board of Youth Development .....	6
9. Conflicts of Interest.....	6
<b>Part 4 – Standing Committees</b> .....	<b>7</b>
10. Election of Standing Committees .....	7
11. Life Membership and Honours Committee.....	7
12. Constitution Committee .....	7
13. Finance Committee .....	7
14. Meritorious Awards Committee.....	7
15. Judiciary Committee.....	7
16. Selection Committee .....	8
<b>Part 5 – Miscellaneous</b> .....	<b>9</b>
17. Voting by electronic means at HSLs meetings .....	9
18. Chair’s declaration at HSLs meetings .....	9
19. Surf Sports Operations .....	9
20. Other HSLs Operations .....	10

## **Part 1 – Preliminary**

---

### **1. Interpretation**

Unless otherwise defined, terms appearing in these Regulations have the same meaning as in the Constitution. To the extent of any inconsistency, the meaning of the terms set out in the Constitution shall prevail.

### **2. Changes to Regulations**

All changes to the Regulations must be carried out in accordance with the Constitution.

## Part 2 – Executive and Advisers

---

### 3. Executive qualifications and responsibilities

- a. The Branch President shall
    - (i) Ensure all activities of HSLs are conducted in accordance with the HSLs Constitution and Regulations
    - (ii) Represent HSLs at SLS NSW meetings
    - (iii) Act as the spokesperson for HSLs on matters pertaining to HSLs
  
  - b. The Director of Finance and Governance shall:
    - (i) be responsible for presenting an annual budget, tracking expenditure, presenting the accounts of HSLs, and overseeing other financial matters all in conjunction with the CEO.
    - (ii) Educate HSLs Club Executives on administration and governance matters
    - (iii) Ideally hold CPA qualification or a minimum of 10 years' management experience
  
  - c. The Director of Lifesaving shall:
    - (i) hold the SLSA Bronze Medallion and hold the main qualification required to be a Patrol Captain under SLS Governing Body rules; and
    - (ii) be responsible for lifesaving matters within Hunter Surf Lifesaving on behalf of HSLs.
  
  - d. The Director of Education shall:
    - (i) hold a TAE Certificate IV in Training and Assessment or equivalent; and
    - (ii) be responsible for patrol member education and assessment within Hunter Surf Lifesaving.
  
  - e. The Director of Surf Sports shall:
    - (i) hold a current Surf Sports Officials qualification; and
    - (ii) be responsible for all surf sports events conducted or endorsed by HSLs.
  
  - f. Director of Youth Development shall be responsible for:
    - (i) the education and training of JAC, Age Managers, Education and Skills training for 5-13 age groups in all aspects of Junior Lifesaving
    - (ii) the development of 14-25 age group Youth Programs
-

## Part 3 – Standing Boards

---

### 4. Procedures for the Standing Boards

The Board of Lifesaving, Board of Education, Board of Surf Sports, and Board of Youth Development (together, the **Standing Boards**) shall be governed by the following procedures:

- a. Each Standing Board shall be convened and chaired by the relevant Director,
- b. Each Standing Board may appoint panels with specific terms of reference to investigate or act on behalf of that Board. Any appointed panel must be chaired by a member of that Board.
- c. Each Standing Board shall make recommendations to the Executive in relation to matters within their portfolio. A Standing Board may draft and recommend policies to be endorsed by the Executive.
- d. The chair of each Standing Board may invite HSLs Staff to a meeting in a non-voting capacity.
- e. In matters not specified directly by the Constitution, the Regulations, or policy, each Standing Board may determine their own procedures for operation
- f. Each Board can recommend to the Executive workshops to upskill, educate and inform Club leaders in that particular portfolio before the commencement of each season
- g. Each Standing Board meets a minimum of 3 times per annum
- h. Minutes of Meetings to be forwarded to Branch Executive within 7 days
- i. Clubs have one vote each on each Board

### 5. Board of Lifesaving

The Board of Lifesaving shall consist of the:

- a. Director of Lifesaving;
- b. Support Operations Manager;
- c. District Supervisors;
- d. HSLs Support Operations team incorporating Duty Officers & RWC operators
- e. Club Captain or Director of Lifesaving from each member Club

### 6. Board of Education

- a. Director of Education
- b. Education Adviser
- c. Zone Education members
- d. HSLs appointed Mentors
- e. Chief Training Officer or Director of Education from each Club
- f. Trainers, Assessors and Facilitator Network members

**NOTE: The Boards of Lifesaving and Education may meet jointly as required to facilitate communication and discussion on relevant issues**

**7. Board of Surf Sports**

The Board of Surf Sports shall consist of:

- a. Director of Surf Sports
- b. Surf Sports Adviser
- c. Surf Boat Adviser
- d. Powercraft Adviser
- e. Safety and Emergency Management Co-Ordinator
- f. Officials Liaison Officer
- g. Gear Steward
- h. Director of Surf Sports or Competition Secretaries from each club [Senior and Junior]

**8. Board of Youth Development**

The Board of Youth Development shall consist of:

- a. Director of Youth Development
- b. Youth Development Adviser
- c. Male and Female Junior Lifesavers of the Year
- d. Senior Lifesaver of the Year
- e. Junior Activities Chairperson from each club
- f. Youth Development Coordinators from each club

**9. Conflicts of Interest**

A member of the Executive committee, Standing Board or Standing Committee shall declare their interest in any contractual, selection, disciplinary or other matter in which a conflict of interest arises or may arise, and shall absent themselves from discussion of such matters and shall not be permitted to vote in respect of such matters. In the event of an uncertainty as to a conflict, the issue should be immediately determined by vote of the relevant meeting, or if this is not possible, the matter shall be adjourned or deferred.

## Part 4 – Standing Committees

---

### 10. Election of Standing Committees

All Standing Committees shall be elected at the Election of Officers meeting. Unfilled positions and casual vacancies shall be filled by the Executive Committee, subject to endorsement by the BoM at the next available meeting.

### 11. Life Membership and Honours Committee

- a. The role of the Life Membership and Honours Committee shall be to determine which Members shall receive HSLs service awards
- b. The Life Membership and Honours Committee shall have five (5) members, of which two (2) are the:
  - (i) President; and
  - (ii) Director of Lifesaving and the remaining three (3) positions shall be filled by HSLs Life Members.
  - (iii) The committee shall be representative of at least three [3] affiliated clubs

### 12. Constitution Committee

- a. The role of the Constitution Committee shall be to review and make recommendations on amendments to HSLs Constitution, Regulations and Policies.
- b. The Constitution Committee shall have five (5) members and shall be chaired by the President.

### 13. Finance Committee

- a. The role of the Finance Committee shall be to advise the Branch Council on matters relating to the financial position and plans of HSLs, including but not limited to budgets, capital expenditure, and changes to revenue streams.
- b. The Finance Committee shall be chaired by the Director of Finance and Governance and have the President *ex-officio* as well as four (4) additional members.

### 14. Meritorious Awards Committee

- a. The role of the Meritorious Awards Committee shall be to determine which Members shall be awarded meritorious awards under the rules governing the issue of Meritorious Awards of SLSA.
- b. The Meritorious Awards Committee shall be chaired by the Director of Lifesaving and have four (4) additional elected members

### 15. Judiciary Committee

- a. The role of the Judiciary Committee shall be to hear disciplinary matters referred to it, make a determination on charges, and impose appropriate sanctions.
- b. The Judiciary Committee shall have six (6) members. A Director may not be a member of the Judiciary Committee.
- c. A disciplinary matter referred to the Judiciary Committee shall be heard by a sub-panel of three (3) members available and without a conflict of interest.

## **16. Selection Committee**

- a. The role of the Selection Committee will be to select HSLs competition and training teams and nomination for Restricted events for the NSW State Titles.
- b. The Selection Committee shall be chaired by the Director of Surf Sports and have five [5] additional members including the HSLs Development Coach and HSLs Development Team Manager
- c. The remaining three [3] representatives shall come from clubs not represented by the other three [3] members



## **Part 5 – Miscellaneous**

---

### **17. Voting by electronic means at HSLs meetings**

The following provisions shall apply to decision making by electronic means at all meetings of the Branch Council, Executive Committee, Standing Boards, Standing Committees and other bodies as may be created from time to time in accordance with the Constitution:

- a. The matter has been initiated by the meeting Chair prior to circulation;
- b. The circulation shall contain the exact wording of the proposed motion and be sent to each member entitled to vote;
- c. The circulation shall stipulate a closing date for votes;
- d. Within seven [7] days of close of voting, the member circulating shall circulate a copy of the motion and the resulting decision;
- e. The motion and the resulting decision shall be noted in the minutes of the next Branch Council meeting; and
- f. Special Resolutions may not be determined by electronic mail unless a Branch Council meeting has determined that a specific issue may be decided by this means.
- g. audited, financial statements for the financial year last ended, duly certified by the Auditor and signed by the Director of Finance; and Branch President
- h. nominated statistics, submitted by all Clubs no later than 31 May each year.

### **18. Chair's declaration at HSLs meetings**

At all meetings of the Executive Committee, BoM, Branch Council Standing Boards, Standing Committees, and other bodies as may be created from time to time in accordance with the Constitution, the Chair's declaration that a motion has been carried or lost shall be conclusive, unless a show of hands is called for by at least two (2) Members entitled to vote at that meeting.

### **19. Surf Sports Operations**

- a. Any Special calendar events held for two or more consecutive years on a regularly scheduled date, run by any of the Clubs, should exclude any other member Club from holding a conflicting carnival or similar event on the same date; unless the said member Club have sought and received written permission from the original club holding the regularly scheduled event, and prior to requested the required endorsement from HSLs.
- b. Races in HSLs Branch Championships to be conducted even if there is only one competitor and award medals to all place getters.
- c. The top 4 from HSLs Branch Championships will be automatically selected for State Championships Iron Person events, which will leave four wild card entries to be determined by the BoSS [Board of Surf Sports] selection committee. It was noted if here are not four wild card entries to choose, the top 8 finalists from HSLs Branch Championships will be chosen.
- d. Carnival entries fees will be \$16 plus GST per carnival and \$20 plus GST per Branch Championships with CPI Index added yearly. A \$10 plus GST late entry fee is charged at all Carnivals
- e. Hunter Development Squad shall consist of the previous year's Inter Branch Team Members Ages U/12 to U/15 should this include up to Open division?

## **20. Other HSLs Operations**

- a. A letter to be sent to Clubs over 60 days due on payments to HSLs with a Terms of Agreement for the payment of accounts, unless a response is received within 30 days, HSLs reserves the right to consider charging interest on the overdue amount.
- b. Affiliation Fee Invoice will be sent each September based on the previous season membership at a fee of \$10 per member, with CPI Index annually.
- c. Gear Inspection shall be fixed as the third Sunday in August.
- d. A minimum of one Member from every Club must assist with Gear Inspection.
- e. HSLs vote at State Council elections goes to HSLs candidate, where one is standing for election.