

PCSLSC Club Bylaws (5/5/2011)

1. Membership Classes
 - 1.1. Active Membership.
 - 1.1.1. A person aged fifteen (15) years or more and who has gained the (SLSA) Bronze Medallion or the (SLSA) Qualifying Certificate award is eligible to apply for Active Membership.
 - 1.1.2. Active members aged eighteen (18) years or more shall be classed as SENIORS, and those aged over fifteen (15) years, but under eighteen (18) years as JUNIORS, as at 1st October each season.
 - 1.1.3. All Active Members have voting rights within the club.
 - 1.1.4. All Active Members have access to Members Room.
 - 1.1.5. All Active Members have access to equipment associated with SLSA guidelines.
 - 1.1.6. All Active Members shall annually satisfactorily complete such tests in swimming, general fitness, rescue procedures and resuscitation methods as prescribed by the S.L.S.A. and the Club.
 - 1.1.7. Applicants for Active Membership may be granted Probationary Active-Membership and upon satisfying test swim requirements and gaining such SLSA Awards as specified by the Committee, shall become Active Members.
 - 1.1.8. Probationary Active Members shall be required within sixty, (60) days to gain the SLSA awards specified by the Committee providing necessary instruction is available.
 - 1.1.9. Keys Access – Senior Active Members will have access to club key (A2) on payment of \$10.00 deposit. Junior Active Members must have approval from the Committee after nomination by a Senior Active Member.
 - 1.1.10. All members will receive discount on functions booked in the Santos room of the Members Premises as agreed by the Committee.
 - 1.1.11. All Active Members are required to carry out such patrol duties as allocated by the Club or its responsible officer.
 - 1.2. Active-Reserve Membership.
 - 1.2.1. Active Reserve Membership may be granted to members aged twenty-five (25) years or more, who are unable to commit to a Patrol Roster. Application must be submitted to the Committee each year, prior to 1st November for consideration.
 - 1.2.2. All Active Reserve Members have voting rights within the club.
 - 1.2.3. All Active Reserve Members have access to Members Room.
 - 1.2.4. All Active Reserve Members have access to equipment associated with SLSA guidelines.
 - 1.2.5. Active Reserve Membership shall be limited to 10% of the Active Membership.
 - 1.2.6. Active Reserve Members must complete the Annual Proficiency Test, and volunteer for Patrols when able, to complete a minimum of 10 hours during each season.
 - 1.2.7. All Active Reserve Members will receive discount on functions booked in the Santos room of the Members Premises as agreed by the Committee.
 - 1.2.8. Keys Access –Active Reserve Members will have access to club key (A2) on payment of \$10.00 deposit.
 - 1.3. Cadet Membership.
 - 1.3.1. Persons who are thirteen (13) years or more are eligible for Cadet Membership.
 - 1.3.2. Applicants for Cadet Membership must gain the Surf Life Saving Certificate.
 - 1.3.3. Cadet Members will be allocated to Patrols.
 - 1.3.4. Cadet Members have no Voting Rights.
 - 1.3.5. Cadet Members have no access to Keys.
 - 1.3.6. Cadet Members may have access to equipment only during organized training activities and/or under the supervision of a Club Officer or coach.
 - 1.3.7. Cadet Members have access to the Members Room

- 1.4. Nipper Membership.
 - 1.4.1. A Nipper Member shall be aged 5 years or more on the date specified by SLSA or the appropriate governing body.
 - 1.4.2. Nippers may only use club facilities when activities are organized for the Nipper Group, or when supervised by a senior Active Member.
 - 1.4.3. Nippers shall be required to undertake the relevant Junior Activities Certificate.
 - 1.4.4. Nippers have no voting rights or access to club keys.

- 1.5. Award Membership.
 - 1.5.1. Award Membership shall be granted on application, to members wishing to use specialist skills, for Radio or First Aid, but not wanting to gain their Bronze Medallion. Award membership shall be granted at the Committees discretion.

- 1.6. Social Membership.
 - 1.6.1. A person aged eighteen (18) years or more is eligible to apply for Social Membership.
 - 1.6.2. Social Members may be required to assist in any activities of the Club, except Patrols.
 - 1.6.3. Social Members have no voting rights or access to keys.

- 1.7. Family Membership.
 - 1.7.1. Family Membership is available, where one member of the family is registered as one of the following categories of membership:
 - 1.7.1.1. Active Membership;
 - 1.7.1.2. Nipper Membership
 - 1.7.1.3. Award Membership
 - 1.7.1.4. Associate membership

- 1.8. Cadet Membership;
 - 1.8.1. Voting rights and access to equipment will be determined by the Family Member's individual membership status;
 - 1.8.2. Family Membership shall be limited to parents, partners of parents and children aged under eighteen (18) where one family member qualifies under the categories set out in clause 1.7.1.
 - 1.8.3. All Family Members will receive discount on functions booked in the Santos room of the Members Premises as agreed by the Committee.

- 1.9. Life Membership.
 - 1.9.1. Life Membership may be granted to:
 - 1.9.2. A Member who has made significant contribution to the club over at least fifteen (15) years of service, and is aged thirty (30) years or more; or
 - 1.9.3. To an individual who has shown great passion towards the Club.

- 1.10. Associate Membership.
 - 1.10.1. Associate Membership shall be granted to an individual who holds a position within the Club, or, is on either a Committee or Sub – Committee, but does not participate in active patrol duty.
 - 1.10.2. Associate Membership shall be limited to 10% of Active Membership and shall be eligible for Life Membership.
 - 1.10.3. Associate Membership will be granted on application.
 - 1.10.4. Associate Members have voting rights within the club and have access to Club Keys as defined by their position.
 - 1.10.5. All Associate Members will receive discount on functions booked in the Santos room of the Members Premises as agreed by the Committee.

- 1.11. Honorary Membership.
 - 1.11.1. Honorary Membership may be granted to
 - 1.11.2. Members of the Victoria Police Force based in Port Campbell;
 - 1.11.3. All members of the medical profession desiring to seek membership and making application for membership;
 - 1.11.4. All distinguished visitors as designated by the Club;
 - 1.11.5. The Advance Program (formerly VYDP) Co-ordinator at Timboon P-12 School;
 - 1.11.6. Temporary visiting members of other surf life saving clubs; and

- 1.11.7. Persons who, in the opinion of the Committee, have rendered distinguished service to the Club

2. Life Membership Nominations

2.1. Nominations

- 2.1.1. Nominations for Life Membership are to be forwarded to the secretary prior to 1st February of any year.
- 2.1.2. The club shall advise members that Life membership nominations must be forwarded by the due date from November via the clubs newsletter.
- 2.1.3. The names of such Members shall be without the knowledge of the Members concerned.
- 2.1.4. The Club Executive shall assess the adequacy of the application.
- 2.1.5. If the application is in order and the executive believes it is an adequate nomination for Life membership, the Life membership committee will accept the nomination if it is received prior to the 1st April for consideration for the awarding of Life Membership.
- 2.1.6. If the executive receives an nomination for Life Membership with insufficient information they will notify the nominator that the application has not been accepted because of lack of information, request that be addressed and then be resubmitted to the executive.
- 2.1.7. The life membership committee will then determine such nomination on its merits and its decision shall be final.
- 2.1.8. When determining such nomination on its merits the life membership committee shall be entitled to take into account any other written material submitted to it regarding the application by any person who demonstrates a sound knowledge of the proposed Life Member's character and history in the club.
- 2.1.9. If the life membership committee considers that insufficient information has been put before it to properly consider the application for life membership on its merits, the life members at its sole discretion may adjourn its consideration of the determination of the nomination until it is given further or other information from the person that submitted the application.
- 2.1.10. An application for Life Membership shall be in the form prescribed by the committee.

2.2. Life membership Committee

- 2.2.1. The Life membership committee consists of all the club life members.
- 2.2.2. The Life Membership Committee shall meet annually before the Clubs Annual General Meeting to discuss life membership applications.
- 2.2.3. No life membership business shall be transacted at any Life membership committee meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for this meeting shall be 75 % of life members represented personally.
- 2.2.4. Each life member entitled to vote shall have one vote.
- 2.2.5. The life membership resolution shall be decided by a 100% majority of members.

2.3. Life member voting rights

- 2.3.1. All Life Members have voting rights within the Club and have access to Club Keys and Facilities
- 2.3.2. All Life Members will receive discount on functions booked in the Santos room of the Members Premises as agreed by the Committee.

3. Membership Fees

- 3.1. All Members will pay the Club's annual Membership Fee in such an amount as the Club Annual Meeting shall direct.
- 3.2. The fees are due by the 30th June of each year.

4. Dual Membership
 - 4.1. Port Campbell Surf Life Saving Club inc respects the rights of its members to take up dual membership in accordance with SLSA Regulation 7.6
 - 4.2. For the purpose of this regulation, competition equipment refers to such equipment that is used solely for the purpose of competition, and incorporates equipment that can be used for both lifesaving and competition purposes when being used for competition (IRB, rescue board etc), but exempts this equipment when being used for lifesaving purposes.
 - 4.3. Dual members have the right to share with members of the Port Campbell Surf Life Saving Club inc its competition equipment when training at Port Campbell or sessions organized for Port Campbell Surf Club inc members at venues away from Port Campbell.
 - 4.4. Notwithstanding the exceptions under Rule c and d, e and f, dual members;
 - 4.5. Cannot use competition equipment owned by the Port Campbell Surf Life Saving Club inc whilst competing for any club other than the Port Campbell Surf Life Saving club inc.
 - 4.6. Who hold their competition rights at a club other than Port Campbell Surf Life Saving Club inc. cannot use their Port Campbell membership to apply for any competition related Surf Life Saving events or funding (camps, squads, grants etc)
 - 4.7. For the purpose of this provision, in an exceptional circumstance, a dual member can apply for an exemption to rule a and B by written application to a committee meeting providing information that:
 - 4.8. Their situation of need to use the Port Campbell Surf Life Saving Club inc competition equipment whilst competing for another club.
 - 4.9. Their situation of need to use their Port Campbell membership to apply for any competition related Surf Life Saving events or funding (camps, squads, grants etc)
 - 4.10. The date the equipment will be required from, and the date that the equipment will be returned to the Port Campbell Surf Club inc clubhouse.
 - 4.11. If the exemption is approved the dual member will be responsible to repair any damage or replace the item of equipment if it is lost or damaged whilst in their care.
 - 4.12. For the purpose of this provision, a dual member who has his/her competition rights with the Port Campbell Surf Life Saving Club inc, can only compete on their own equipment or competition equipment owned by the Port Campbell Surf Life Saving Club inc. Should a dual member competing for Port Campbell Surf Life Saving Club inc use any other clubs competition equipment, Port Campbell Surf Life Saving Club inc will not be liable to replace or repair such equipment in the event it is damaged or lost.
 - 4.13. For the purposes of this rule, it is not meant to become an easy way for a dual member to use Port Campbell SLSC competition gear.
 - 4.14. If the PCSLSC has a better piece of competition gear than what is available to a dual member at his/her competition club that is not an exceptional circumstance.
 - 4.15. If a dual members competition gear is damaged whilst a dual member is competing, that is bad luck not an exceptional circumstance 3/5/07

5. General Committee

- 5.1. The executive officers of the Club shall be:
 - 5.1.1. President;
 - 5.1.2. Vice-President
 - 5.1.3. Secretary;
 - 5.1.4. Treasurer;
 - 5.1.5. Immediate Past President (1 year only) (5/5/2011)
- 5.2. The Clubs committee shall be (5/5/2011)
 - 5.2.1. Club Executive
 - 5.2.2. Club Captain
 - 5.2.3. Chief Instructor
 - 5.2.4. Rescue Coordinator
 - 5.2.5. Sponsorship Coordinator
 - 5.2.6. Social Coordinator
 - 5.2.7. Publicity Coordinator
 - 5.2.8. Competition Coordinator
 - 5.2.9. Buildings Coordinator
 - 5.2.10. House Coordinator
 - 5.2.11. Junior Coordinator
 - 5.2.12. Power Boat Captain

- 5.3. The club positions shall be (5/5/2011)
 - 5.3.1. State Centre Delegate
 - 5.3.2. Equity Officers
 - 5.3.3. OH & S Coordinator
 - 5.3.4. Club Historian
 - 5.3.5. IT Manager
 - 5.3.6. Public Officer
 - 5.3.7. Bylaws Coordinator
 - 5.3.8. Member/Surfguard Manager
 - 5.3.9. Club Vice Captain
 - 5.3.10. First Aid Officer
 - 5.3.11. Gear Steward
 - 5.3.12. Rescue Coordinator
 - 5.3.13. Radio Officer
 - 5.3.14. Newsletter Coordinator
 - 5.3.15. Club Coach
 - 5.3.16. Boat Captain
 - 5.3.17. Board and ski Captain
 - 5.3.18. Assistant Building Coordinator
 - 5.3.19. Function Centre Coordinator
 - 5.3.20. Bar Manager
 - 5.3.21. Assistant Bar Manager
 - 5.3.22. Power boat vice Captain

- 5.4. The Clubs Sub Committees shall be (5/5/2011)
 - 5.4.1. Finance Committee
 - 5.4.2. Nipper Committee
 - 5.4.3. Cadet Committee
 - 5.4.4. House Committee
 - 5.4.5. Sponsorship Committee
 - 5.4.6. Social Committee

- 5.5. The Club position Role descriptions and requirements are contained in Appendix 2. (5/5/2011)
- 5.6. The Annual Dinner of the club shall be held every year on the 3rd Saturday night of May.
- 5.7. The Clubs Annual General Meeting shall be held on the Sunday immediately following the Annual Dinner.
- 5.8. The Clubs Annual Report shall be presented to the Annual Meeting. The club may present an annual report to the annual dinner provided that the clubs financial report is removed from the document (5/5/2011)
- 5.9. All office bearers provide a written report and an update of activities at all committee meetings. (5/10/66)
- 5.10. If a committee member misses more than 2 consecutive meetings without satisfactory explanation to the club committee then that position can be declared vacant at the discretion of the committee. 6/7/80
- 5.11. A motion can be moved to extend meetings after 10pm, if approved by the chairman. (1/12/2004)
- 5.12. The monthly club committee meetings be on the first Thursday of every month. (4/8/2000)

6. Patrols
 - 6.1. The Club captain shall ensure all new members be made aware of their duties and responsibilities.
 - 6.2. If a member defaults then they must do a penalty patrol plus the one the member missed. The date of the penalty shall be approved by the club captain.
 - 6.3. If a member believes they have an adequate reason for default, then they can ask to front the committee and then the committee will decide on a penalty or a pardon.
 - 6.4. If a member defaults for a second time in a season they will be given the opportunity to present their case to the club board, having been given reasonable notice of the time, to explain why their membership should not be suspended or revoked.
 - 6.5. The club captain can organize a different penalty other than patrols. 1/3/86
 - 6.6. That if a person defaults on patrol, with out a valid excuse, then the patrol default must be made up before that person can compete and that all competition fees be paid up. 6/12/96
 - 6.7. That prior to start of patrols each year a compulsory attendance meeting and BBQ be held to reinforce and remind all members of their responsibilities and duties to be performed on patrols and within the club in general 2/2/06
 - 6.8. The club patrol uniform is black bathers 9/8/96
 - 6.9. That a restricted amount of Patrol members are allowed to train at the discretion of the patrol captain. 3/1/2001
 - 6.10. The Port Campbell Return to base signal is one flag rotated around body. 12/5/89

7. Finance
 - 7.1. The financial year of the club end on March 30 and start on April 1 to coincide with the government BAS payments. (2007)
 - 7.2. The general insurances of the club be all with the one firm with one expiry date. 24/4/81
 - 7.3. Non financial active members names are to be read out at each monthly meeting. 1/6/86
 - 7.4. The club have one cheque account only, and all invoices and receipts are paid through that account. 10/5/92
 - 7.5. Unless purchase order is issued account will not be paid unless passed for payment at monthly meeting. 2/2/06
 - 7.6. The Treasurer shall coordinate with the committee members to provide budgets for each port folio.

8. Facilities
 - 8.1. That all bronze holders and committee (*members*) have a key to the club house and that it can be recalled from any holder at the committee's discretion. 7/4/65
 - 8.2. That any clothes, wetsuits and personal belongings that are left in the club house be confiscated and if not claimed within a reasonable period of time they be sent to charity. 15/9/68
 - 8.3. That the change rooms only be used as change rooms and by members only. 12/1/90
 - 8.4. That the house committee be responsible for removing neglected items once per week. 12/1/90
 - 8.5. Any "non for profit" organizations that wish to use the surf club at a reduced rate, must be brought to a meeting for approval. 3/4/08
 - 8.6. If the Kitchen is booked, meeting room to be included at no extra charge. 1/9/2005
 - 8.7. Last drinks shall be at 12am and clean up shall proceed from 12.45am or earlier. 3/8/2006

9. Equipment
 - 9.1. That new wave rider be banned from use behind the pier. 26/1/74
 - 9.2. That no damaged equipment is to be used. Any person using damaged equipment will be held responsible for that damage. Any damaged equipment must be removed from the gear shed and taken to the club rooms until repaired by a qualified repair man nominated by the committee at the users expense. 6/7/80
 - 9.3. That racing ski's be only used in competition and competition training and only after receiving permission from the gear steward. 5/7/81
 - 9.4. That used boards be either washed and put back in the racks or placed on the grass area beside the club house. 12/1/90
 - 9.5. That no one is allowed to use surf skis unless permission is given by the ski captain. 7/10/92
 - 9.6. That all fuel be mixed at the service station and not at the club. ??/1/94
 - 9.7. That the club radios be on Channel 12 if they are changed to simplex 4/7/97
 - 9.8. That the IRB is allowed to be used at Carnivals, with old motors. 4/6/93
 - 9.9. That the ¾ Skis be made available to all members, but to be used in accordance with club guidelines. Cadets to have priority in organised cadet training. 3/1/2001
 - 9.10. That patrol personal maybe permitted to go for a ride in the pelican provided the following;
 - 9.11. Minimum patrol strength must be maintained on the beach
 - 9.12. Patrol captain permits the patrol member to go depending on beach conditions
 - 9.13. Radio contact must be maintained with the base.
 - 9.14. Pelican must return to base on request of Patrol captain.
 - 9.15. Patrol cap must be kept on 1/2/07
 - 9.16. That the changes be accepted to the new Pelican manual and sent to LSV for ratification. See attached document.(Appendix 4) 7/2/08
 - 9.17. Appendix 3 contains the clubs Equipment hire charges

10. Special Events
 - 10.1. Rescue Coordinator – Water safety Procedure
 - 10.2. Special events form to be completed
 - 10.3. Sufficient crew to satisfy club requirements for Pelican and Duck operation with a minimum of two members on sight plus a base operator.
 - 10.4. A written format of event is to be supplied by event holders and a sight inspection conducted with a rep from event holders.
 - 10.5. Provide water safety on the condition that if conditions are deemed to be unsafe, the event is stopped or an acceptable alternative is found.
 - 10.6. If our advice is ignored than we withdraw our services. 4/9/98

11. School Groups
 - 11.1. That the PCSLSC provide patrols for Timboon, Simpson, Nullawarre and Cobden schools free of charge. 3/12/1999
 - 11.2. Schools or groups be charged a rate of \$15 per patrol member/ hour 3/12/99
 - 11.3. That the Timboon P12 members are allowed to wear club colours at the school surf carnivals. 1/3/07
 - 11.4. Demonstrations
 - 11.5. That the PCSLSC do not conduct flare demonstrations on the Port Campbell beach and foreshore area. (3/02/2011)

12. Publicity
 - 12.1. That we call our club magazine "time and tide". 11/8/65
 - 12.2. That the monthly newsletter be typed and sent out as soon as possible after each committee meeting. 3/8/80
 - 12.3. That Only the publicity Officer and the President are allowed to contact the media and that all media releases must go through the publicity Officer. 19/5/02
 - 12.4. That a photo album of clubs important events be kept. 1/3/96
 - 12.5. The club logo as provided on the front page be the Clubs logo. 5/12/97

13. Juniors
 - 13.1. Age Managers
 - 13.1.1. Age Managers and water safety personnel are encouraged to complete their Bronze medallion and to fulfil their patrol requirements.
 - 13.2. Nipper boards
 - 13.2.1. Use of foam nipper boards
 - 13.2.1.1. By registered club nippers only
 - 13.2.1.2. Outside nipper sessions requires permission from the patrol captain during patrols or from age group leaders, water safety officers, or committee members at other times.
 - 13.2.2. Use of fiberglass/competition nipper boards
 - 13.2.2.1. Only by registered u11 or older club nippers who have been trained in the use of these boards.
 - 13.2.2.2. Outside nipper sessions requires permission from the patrol captain during patrols or from age group leaders, water safety officers, or senior active members at other times.
 - 13.2.2.3. That the use be supervised by an adult member at all times.
 - 13.2.3. All nipper boards are
 - 13.2.3.1. Not to be used prior to nipper sessions
 - 13.2.3.2. Not to taken near, under or past the pier
 - 13.2.3.3. Not to be left unattended at any time
 - 13.2.4. Nipper boards must
 - 13.2.4.1. Be carried – not dragged
 - 13.2.4.2. Be returned when you have finished with it
 - 13.2.4.3. Be completely washed down and placed on the board trolley or board rack.
 - 13.2.4.4. Be returned to club house by 3.30pm on nipper days
 - 13.2.4.5. Be inspected and any damage reported to the junior coordinator immediately 9/2/08
14. Club Awards
 - 14.1. Club Champions
 - 14.2. The club Captain shall conduct and award club championships for the following categories'
 - 14.2.1. Open Male
 - 14.2.2. Open Female
 - 14.2.3. U18 Champion Male
 - 14.2.4. U18 Champion Female
 - 14.2.5. Masters over 40 Male
 - 14.2.6. Masters over 40 Female
 - 14.2.7. Masters over 50 Male
 - 14.2.8. Masters over 50 Female
 - 14.3. Stewart Meek Memorial Best Club Person
 - 14.3.1. This award in memory of Life Member Stewart Meek. After some discussion it was decided to retire the "Holmes Best club person" cup and procure a new one in memory of Stewart Meek as this is the highest award the club gives out and Stewart was held in such high regards by the club. (7/5/2009)
 - 14.3.2. The award is awarded to the member with most votes conducted at the Annual Dinner by the club members. (6/1/2011)
 - 14.4. The Holmes Best Club person cup (Award Retired)
 - 14.4.1. The best clubman, (Jim Holmes trophy) we believe was donated by Jim Holmes whilst he was working at the Pier for the Public works department. (6/1/2011)
 - 14.5. The Bill Pope Best Patrol Award
 - 14.5.1. This award is dedicated to the memory of Bill Pope.
 - 14.5.2. Bill was an active contributor to the Port Campbell Surf Life Saving Club from the initial club inception. Bill & his family had active roles in the club over three generations.
 - 14.5.3. Rowing & Sweeping Boats, Club Champion, Patrol captains & Club Captain, Bill enjoyed the many roles that his children & grandchildren undertook.
 - 14.5.4. Bill Pope's legacy of supporting the club has been carried through to present day with the annual supply of fuel for the Ducks and the offer of donated bus hire for events.

- 14.5.5. Bill was a friendly face who was always eager to spend time with all club members, and he always promoted an environment of support & encouragement.
- 14.5.6. This award is chosen by the Club Captain. (5/5/2011)
- 14.6. The John Younis Best Junior club person
 - 14.6.1. The premier award to the junior club person in the PCSLSC commemorates the contribution of John Younis to the club. "Johnny" was the inaugural president of the club, a proud life member, and despite his claim to have never actually swum in the ocean; he became a strong and passionate advocate for the fledgling community group. Johnny was a man with big visions and while his early motivation centered on the provision of a rescue service in Port Campbell he became an advocate for the opportunities that the club could provide to young people. He was a great believer in the rewards that could come from effort and the award seeks to recognize those who have contributed in an outstanding manner.
 - 14.6.2. This award is chosen by the Club Captain. (5/5/2011)
- 14.7. The George and Anita Powell Achievement award
 - 14.7.1. Originally this award was called the Nita Powell Achievement Award but was changed after George Passed away. Both George and Anita were enormous supporters of the Surf Club.
 - 14.7.2. Nita and George were aware that there were always members of the Surf Club who, either by choice or the low profile position they had in the club were silent achievers and thought those people needed to be recognized in some way for their efforts.
 - 14.7.3. This award is chosen by the Club executive. (6/1/2011)
- 14.8. The Peter O'Rorke Power Boat Award
 - 14.8.1. Peter was an active member of the Warrnambool Surf Lifesaving Club and was one of the key figures in the formation of the P.C.S.L.S.C. He was a role model, a mentor and a life-long friend to many of these members.
 - 14.8.2. Peter spent many hours on the beach here training some 30 new members in the skills of lifesaving to attain their Bronze medallions. Peter always remained a staunch supporter of our Club and followed its development with pride and interest throughout the years. He held his Life Membership of our Club in very high regard.
 - 14.8.3. He was tragically killed in a car accident near Lake Bolac on 26th May 2010. His contribution to the P.C.S.L.S.C. should always be remembered.
 - 14.8.4. This award is chosen by the Club executive.
- 14.9. Presidents award
 - 14.9.1. The Presidents Award is awarded to the club member who has displayed or performed an unusual act during the year.
 - 14.9.2. This Award is chosen by the Club President. (5/5/2011)
- 15. IRB's
 - 15.1. At All times
 - 15.1.1. The Driver and crew of an IRB shall operate the craft as per LSV SOP's, Codes of Conduct, guidelines and manuals and MSV rules.
 - 15.1.2. A base radio with an experienced radio operator must be operational at all times the IRB's are used.
 - 15.1.3. If the base radio is not at the patrol tower then the radio log book must be with the radio operator.
 - 15.1.4. The driver shall provide regular "situation reports" every 10 minutes unless line of sight is maintained.
 - 15.1.5. The driver must gain permission from base by radio to enter any areas where line of sight will be lost.
 - 15.1.6. The driver must gain permission from base by radio before and after entering an area of heightened danger.
 - 15.1.7. An IRB shall always be at Port Campbell ready for patrol or for emergency operations.
 - 15.2. During Patrol Hours
 - 15.2.1. The use of all IRB's is controlled by the patrol captain.

- 15.2.2. Permission to use the IRB's must be obtained from the patrol captain.
- 15.2.3. All operations of the Patrol IRB during training must be within the designated training area.
- 15.2.4. Permission to use the training IRB out side the designated training area must be granted by the Patrol Captain and one other person from the following; Power Boat Captain, Rescue coordinator, or IRB training officers.
- 15.2.5. The designated training area is the area in the Port Campbell bay extending out parallel with the western cliff face and from Beacon Point to the line extended by the two mile bay landscape. (This area is shown in Red on the photo provided.) (3/2/2011)
- 15.2.6. The designated training area is the area in the Port Campbell bay extending out parallel with the cliff faces and to the line extended by the two mile bay landscape.
- 15.3. IRB Training outside the designated area
 - 15.3.1. The training area shall be between Point Hesse and the Haystack.
 - 15.3.2. A member of the crew must be an experienced driver.
 - 15.3.3. Permission to use the training IRB out side the designated training area other than Patrol hours must be granted by any two of the following; Power Boat Captain, Rescue coordinator, or IRB training officers.
- 15.4. ORB's
 - 15.4.1. The ORB procedures and policies are contained in Appendix - The Pelican Rescue Manual – Operation Guidelines (version 3 Jan 2008)
- 15.5. Disciplinary matters
 - 15.5.1. All Club IRB drivers shall agree abide by and sign off on the local power boat requirements as contained in Appendix 1 of these bylaws before operation of the clubs power craft.
 - 15.5.2. The clubs Power boat captain shall use Surf life saving Australia, Policy statement on Grievance procedure Policy Number 6.6 for any disciplinary matters arising from non adherence of these bylaws relating to power craft.
- 16. Other
 - 16.1. Club minutes
 - 16.1.1. 7th Aug 1963 to 10th Feb 1989(books 1, 2 and 3)
 - 16.1.2. 3rd March 1989 - Feb 1994 (Book 4)
 - 16.1.3. 3rd March 1994 – 6th March 1998 (book 5)
 - 16.1.4. 9th April 1997 to 2nd July 1999 (Book 7)
 - 16.1.5. 6th Aug 1999 – 4th April 2002 (Black Folder)
 - 16.1.6. 19th May 2002 – 7th April 2005 (Orange Folder)
 - 16.1.7. 23/5/05 - 1/2/07 (Blue Folder)
 - 16.1.8. 2nd Feb 2006 – Now (on disk)
 - 16.1.9. (Note Book 6 was not found)

Appendix 1 –PCSLSC Bylaws (4/11/2010)

Local Power Boat requirements for drivers and crew for Port Campbell SLSC

All PCSLSC Power boat drivers and crew (IRB's and Pelican) must agree and sign on this local requirement as per our bylaws to operate any power craft at Port Campbell.

Local rules

11.1 IRB's

At All times

- a) The Driver and crew of an IRB shall operate the craft as per LSV SOP's, Codes of Conduct, guidelines and manuals and MSV rules.
- b) A base radio with an experienced radio operator must be operational at all times the IRB's are used.
- c) If the base radio is not at the patrol tower then the radio log book must be with the radio operator.
- d) The driver shall provide regular "situation reports" every 10 minutes unless line of sight is maintained.
- e) The driver must gain permission from base by radio to enter any areas where line of sight will be lost.
- f) The driver must gain permission from base by radio before and after entering an area of heightened danger.
- g) An IRB shall always be at Port Campbell ready for patrol or for emergency operations.

During Patrol Hours

- a) The use of all IRB's are controlled by the patrol captain.
- b) Permission to use the IRB's must be obtained from the patrol captain.
- c) All operations of the Patrol IRB during training must be within the designated training area.
- d) Permission to use the training IRB out side the designated training area must be granted by the Patrol Captain and one other person from the following; Power Boat Captain, Rescue coordinator, or IRB training officers.
- e) The designated training area is the area in the Port Campbell bay extending out parallel with the western cliff face and from Beacon Point to the line extended by the two mile bay landscape. (This area is shown in Red on the photo provided.) (3/2/2011)

IRB Training outside the designated area

- a) The training area shall be between Point Hesse and the Haystack.
- b) A member of the crew must be an experienced driver.
- c) Permission to use the training IRB out side the designated training area other than Patrol hours must be granted by any two of the following; Power Boat Captain, Rescue coordinator, or IRB training officers.

11.2 ORB's

- a) The ORB procedures and policies are contained in Appendix 2 - The Pelican Rescue Manual – Operation Guidelines (version 3 Jan 2008)

11.3 Disciplinary matters

- a) All Club IRB drivers shall agree abide by and sign off on the local power boat requirements as contained in Appendix 1 of these bylaws before operation of the clubs power craft.
- b) The clubs Power boat captain shall use Surf life saving Australia, Policy statement on Grievance procedure Policy Number 6.6 for any disciplinary matters arising from non adherence of these bylaws relating to power craft.

Some MSV Rules to note

- The Driver and crew of an IRB shall operate the craft as per MSV rules, guidelines and manuals.
- 5km speed limit within 50m of swimmers
- 5km speed limit within 50m of the pier
- 5km speed limit within 100m of a diver flag or Buoy (Blue and white)

Some LSV/ SLSA Rules to note

- The Driver and crew of an IRB shall operate the craft as per LSV/ SLSA rules, guidelines and manuals.
- IRB drivers must maintain the safe operation of the craft, safety towards the public and yourself and respect and understand your own limitations and your crews limitations in all conditions
- PPE and additional rescue gear as required by SLSA must be used when operating outside the normal patrol area

Name : _____ Signed _____ Date _____

Boat Licence No. _____ Expiry Date _____

LSV Award No. _____ Reviewed By _____ Date _____

Appendix 2 Port Campbell SLSC Role Descriptions

Club Executive

President

Objectives:

- To provide strong, efficient and effective leadership for the Club.
- To ensure the Club promotes the participation and achievement of the Port Campbell SLSC at the highest level.
- Ensure that the Club is run efficiently administratively, financially and socially to support all the club activities.
- To provide a safe and enjoyable life saving and recreational environment for all Club members.
- To provide a club view to all media in relation to club participation in rescues and other issues not related to publicity

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Be the custodian of everything that is important to the club.
- Ensure committee members and sub committee's fulfil their responsibilities to the Club.
- Preside and attend all meetings of the Club Committee.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.
- Have a good knowledge of club rules, guidelines, protocols and policies.
- To manage any public comment concerning any situation or incident that may reflect on the public well being of the Club.
- Attend the LSV Life savings operations council Meetings.

Roles

- Member of Club Executive (Chairman).
- Chairman of Club committee.
- Member of Finance Committee.
- Member of Club Executive for 1 year as Immediate Past President.
- To Co-ordinate with the Rescue Coordinator in relation to all media contact and process of information of rescues and related media requirements

Vice President

Objectives:

- To fulfil all objectives and responsibilities of the President's role should the President be unavailable to attend to duties. (see Presidents Objectives and Responsibilities)

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Be the custodian of everything that is important to the club.
- To fulfil all responsibilities of the President's role should the President be unavailable to attend to their duties
- Ensure sub committee's and committee members fulfil their responsibilities to the Club.
- Attend all meetings of the Club Committee.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist the Committee members in their duties as required.
- To be allocated specific portfolios, with specific responsibilities, as determined at the discretion of the Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.
- Be the Master of Ceremonies at the Annual Club Dinner

Roles

- Member of Club Executive (Vice Chairman),
- Chairman of Club committee
- Member of Finance Committee (Chairman)

Secretary

Objectives:

- To provide appropriate administrative management and support the President, General Committee and Sub Committees.

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Receive and Report all Incoming Correspondence
- Coordinate and provide Outgoing Correspondence
- Where necessary forward on incoming correspondence to the correct person or committee.
- Take minutes at Club Committee meetings, Special meetings and the AGM.
- Prepare committee and AGM minutes and have them reviewed by President before distribution.
- Collate monthly reports prior to meeting and distribute with minutes for the up coming meeting. Monthly reports should be completed by all committee members for inclusion in the agenda.
- Report to the club on any IT, History, Public Officer and Bylaw requirements in conjunction with the IT, History and Bylaws managers.
- Ensure all administration tasks are completed according to statutory and Life Saving Victoria requirements including notification of new office bearers and their contact details.
- Collate and prepare Annual Report including printing & distribution.
- Forward copies of Annual General meeting minutes & Annual Reports to Life Saving Victoria and other statutory bodies.
- Carry out and perform such duties as are required of a Secretary of a Club holding a Full Club Licence under the Liquor Control Reform Act 1998 for the time being in force.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.

Roles

- Member of Club Executive (Secretary)
- Member of Club committee (Secretary)

Treasurer

Objectives:

- To provide the appropriate financial support to the Club Committee, Club positions and Sub Committees.
- To provide control and collection of money and payment of bills on behalf of the club for all activities.

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Be apart of the following sub committees – Club executive and the Finance Committee.
- To ensure that the clubs committee and sub committees have enough cash funds to operate their specific functions.
- At the completion of each function, arrange the collection of all moneys, to be counted and banked.
- Collect all club invoices and post these invoices into the accounting system and pay these invoices on committee approval.
- Raise any invoices, via the accounting system to debtors, which could include sponsors, members etc.
- Present a report on behalf of the finance committee to all Committee meetings detailing the clubs monthly income and expenses (inc details of invoices), income statement, cash flow statement and balance sheet. Complete the BAS and where necessary pay the Tax Office.
- Provide a club Administration Budget for approval by the club committee.
- Present a consolidated budget for the forthcoming season to the General Committee, to be ratified and approved at the July committee meeting.
- Organise the auditors to review the financial accounts and receive the auditors report, at least two weeks prior to the AGM.
- Provide a copy of the Clubs audited financial statement and a Treasurer's report to the Secretary for inclusion in the Annual Report.
The financial statement shall contain
 - The income and expenditure during the last financial year
 - The assets and liabilities at the end of the last financial year (balance sheet)
 - Any mortgages, charges and securities affecting any of the property at the end of the last financial year
 - The financial statements of each trust of which the club was trustee during the whole or part of the last financial year.
 - This financial statement must give a true and fair view of the financial position of the incorporated association during and at the end of its last financial year.
 - Complete the Annual Statement by the Public Officer and submit to the Department of Justice / Consumer Affairs Victoria, along with the annual fee.
- Maintain and keep an up to date Asset Register of Club Assets
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.

Roles

- Member of Club Executive
- Member of Club committee

- Member of Finance Committee.

IP President (1 year)

Objectives:

- To provide Support to the leadership of the Club in respect to
 - The promotion, participation and achievements of the Port Campbell SLSC.
 - The efficient administrative, financial and social activities of the club.
 - The safe and enjoyable life saving and recreational environment for all Club members.

Responsibilities:

- Provide guidance and direction to the Club President and vice president where required.
- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Ensure committee members and sub committee's fulfil their responsibilities to the Club.
- Attend all meetings of the Club Committee.
- Assist Committee members in their duties as required.
- Have a good knowledge of club rules, guidelines, protocols and policies

Roles

- Member of Club committee
- Member of Club Executive for 1 year as Immediate Past President

Club Committee

Club Captain

Objectives:

- To coordinate and provide club patrol rosters.
- To assist Patrol captains and members with their patrol duties
- To coordinate and manage the entry of patrol logs onto surf guard
- To organise and coordinate club Champs

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- The main responsibility of the Club Captain is to set up and organise the Patrol Roster and to ensure each Patrol has enough qualified members.
- The assigning and allocating of new Patrol Captains each season,
- To assist young and new members alike the opportunity to develop invaluable skills and undertake leadership roles within the club.
- Provide a club patrol Budget for approval by the club committee.
- To involve the Vice Club Captain in all the Club Captain's roles and responsibilities.
- Organise club training days and seminars eg Phantoms
- Coordinate and conduct Club Championships
- To inform the Building coordinator of any maintenance and improvement requirements of the club house.
- Advise members of patrol obligations
- Advise members of their patrol responsibilities and penalties when not fulfilling patrol duties.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.

Roles

- Member of the Club Committee
- Coordinate with Club Vice Captain, First Aid Officer and Gear Steward.

Rescue Coordinator

Objectives:

- To oversee and organise the Offshore Coastal Rescue service that the club provides.

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Organise club training days and seminars eg Mock Rescues
- Coordinate and Update the call out lists and implementation of the first response program.
- Provide a offshore rescue Budget for approval by the Club committee
- To oversee each incident, liaise with other emergency agencies and police.
- Ensure debriefing takes place and any action is followed up on including advising Treasurer of any claimable fuel.
- Attend local emergency services meetings to further develop policies and relationships with other agencies.

- The role of the PCSLSC is not limited to “normal” lifesaving patrol activities as required by SLSA (Surf Lifesaving Australia). The club also provides a coastal rescue service along 60 km of the Shipwreck Coast, responding to callouts from east of Johanna Beach to Childers Cove, west of Port Campbell. Port Campbell is the only port from which a rescue boat can be launched between Apollo Bay and Warrnambool. The service is operationally ready 365 days a year serviced wholly by club volunteers and our valued sponsors. Services we provide include;
 - Surf Rescue at various beaches.
 - Rescues and recovery of overturned boats.
 - Attending and assisting disabled craft.
 - Rescues of divers.
 - Recoveries of bodies.
 - Provision of backup for SES Cliff Rescue Squad.
 - Searches for missing persons.
 - Assisting Victorian Police in investigations.
 - Assisting Parks Victoria in penguin colony surveys and counts.
 - Water safety for film shoots and surfing contests.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.

Roles

- Member of Club Committee
- Assist the President on Media contact and process of information in relation to club participation in rescues.
- Coordinate with the Radio Officer

Sponsorship Coordinator

Objectives:

- To maximize the number of sponsors supporting the Club and to maximize revenue from the sponsorship base.
- To manage the relationship between the Club and sponsors to ensure that all sponsors are serviced to a high level and are retained on a long term basis.
- To make application for grants and funding programs that fit within the clubs objectives.

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Coordinate all sponsorship and grants for all areas of the club.
- Chair the Sponsorship sub committee meetings and to program and organise sponsorship for the Club.
- Be apart of the following sub committees – Finance Committee
- Provide a Sponsorship Budget for approval by the general committee
- Ensure that all existing major sponsors are contacted prior to season commencement.
- Ensure all sponsorship agreements are honoured.
- Maintain contact with all corporate sponsors throughout the season.
- Coordinate sponsors functions.
- Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place.
- To source and speak with any potential sponsors, including the development of a sponsorship contract should it be required.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.

Roles

- Member of Club Committee
- Coordinator of Sponsorship Committee

Social Coordinator

Objectives:

- To establish a broad social calendar for the season.
- To provide appropriate entertainment for all Club members and to enhance the appeal of the Club to the wider community.

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Chair the social sub committee meetings and to program and organise social events for the Club (including the Annual Dinner).
- Prepare a social calendar of social events that will attract the widest involvement from all members of the Club.
- Provide a Social Budget for approval by the general committee
- Ensure that all Social events are at least cost neutral.
- Report activities of the club to the membership at the Annual General Meeting.

- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.

Roles

- Member of Club Committee
- Coordinator of Social Committee.

Publicity Coordinator

Objectives:

- To maximize communication to all Club stakeholders.
- To promote the Club through regular publications, such as the Time and Tide, Cobden and Timboon Coastal Times, Warrnambool Standard and the Port Campbell Beacon.
- To promote the activities of the Club and its members to the local media.

Responsibilities:

- Assist all Club personnel in promoting the Club in the local and wider community.
- Undertake publicity tasks at the request of the Committee.
- Assist and help coordinate the club newsletter "Time and Tide" with the newsletter manager.
- Provide a list of official Photographers for approval by the club committee.
- Assist the club official photographers.
- Provide a publicity Budget for approval by the general committee
- Coordinate publicity articles which go into the local papers.
- Maintain the Club's website.
- Report publicity activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.
- (Note that the Management of any public comment concerning any situation or incident that may reflect on the public well being of the Club will be handled by the Club President)

Roles

- Member of Club Committee
- Coordinate with Club Photographers and Newsletter coordinator.

Competition Coordinator

Objectives:

- To maximize the number of Club members participating in LSV and SLSA Competitions.
- To manage the teams and members who attend competitions.

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Provide a Competition Budget for approval by the general committee
- Assist the Club coach, Board and ski Manager and boat Manager in their roles.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.
- Attend the LSV Aquatic Sports Council Meetings.

Roles

- Member of Club Committee
- Coordinate with Club Coach, Board and Ski and Boat Captains

Buildings Coordinator

Objectives:

- To coordinate the construction, maintenance and improvements of the PCSLSC buildings and surrounds (Club rooms, Function centre and the Hostel)

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Provide a Buildings Budget for approval by the general committee.
- Provide and coordinate services for building maintenance, equipment and construction
- To involve the assistant Building captain in all the Building Coordinators roles and responsibilities.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.

- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.

Roles

- Member of Club Committee
- Coordinate with Assistant Building Coordinator.

House Coordinator

Objectives:

- To provide and coordinate the management, Marketing and Operations of the Hostel and Function centre.
- To provide additional financial resource income to the club via the Hostel and the function centre.
- To provide a facility for members to utilise socially.

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- To coordinate the use of the function centre and the Hostel
- To provide and coordinate the promotion and marketing of the function centre and the Hostel.
- Provide a Function centre and Hostel Budget for approval by the general committee.
- To coordinate and work with the Function centre manager, Bar manager and the assistant Bar manager.
- To coordinate and work with the Hostel manager.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.

Roles

- Member of Club Committee
- Chairman of House Committee
- Coordinate with the Function Room Coordinator, Hostel Manager and Bar Manager

Junior Coordinator

Objectives:

- Administer the needs of the Club with reference to junior activities (Nippers and Cadets).

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Arrange and coordinate all functions for junior surf development throughout the year.
- Provide a Junior and Cadet Budget for approval by the general committee.
- Be a part of and chair the following sub committees – Nipper and Cadet committees
- Have an age manager qualification and coordinate Age manager training.
- To liaise with other Committee's and the junior committee when required.
- To liaise with the Treasurer on junior financial requirements during the year.
- To provide a tangible link between the General Committee and the junior members through representation at committee meetings.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.
- Attend the LSV Youth and Leadership Development Council meetings.

Roles

- Member of Club Committee
- Chairman of Nipper Committee
- Chairman of the Cadet Committee
- Coordinate with Cadet Coordinator.

Power Boat Captain

Objectives:

- To manage the operations, purchases and maintenance of all club power craft.

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Provide a Power Boat Budget for approval by the general committee
- To involve the Vice Power Boat captain in all the Club power boat roles and responsibilities.
- Coordinate routine maintenance, repair & service of IRB's and Pelican rescue boats during season to be operationally ready for use during patrols and rescue callouts.
- To ensure fuel & oil and dewatering fluid spray stock is maintained and ready for use.
- Ordering of new boats and outboard engines for the IRB's & Pelican rescue boat.

- Ensure all water craft are in good condition to pass gear inspection.
- Service tractor and power boat trailers.
- Updating of registration labels for all the registered vehicles & trailers.
- Assist with the training of crewperson and drivers.
- Organise crews and drivers for carnivals, swims and the like.
- During off season, periodically run engines, clean up and inflate water crafts.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.

Roles

- Member of Club Committee
- Coordinate with the vice power boat captain.

Chief Instructor

Objectives:

- To Coordinate, organise and/or supervise our members in the training, instruction and requalification of all SLSC awards

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Provide a Training Budget for approval by the general committee
- To ensure awards for each member are kept up to date on the state database in conjunction with the Surfguard manager.
- To mentor and encourage potential training officers and assessors.
- To assist in organisation of requalification days at the start of each season
- Be responsible for the instruction of club members and new members for SRC and bronze certificates and other awards
- To coordinate and arrange instructors for awards
- Have a Training Officers accreditation
- Work with power boat officer, first aid and other office bearers as required for training and instruction.
- Handle examination paper work
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.

Roles

- Member of Club Committee

Club Positions

State Centre Delegate

Objectives:

- To represent the views of the Port Campbell club members at LSV and to communicate LSV information back to our members.

Responsibilities:

- To represent PCSLSC at LSV at meetings and conferences that may come up during the year.
- To liaise between PCSLSC & LSV of outcomes arising from the meetings.
- To update PCSLSC of new programs & protocols developed by LSV.
- To report to the club president on all issues and there outcomes with LSV

Roles

- Report to Club President

Equity Officers

Objectives:

- To resolve issues for anyone in the organisation that feels that they have been treated unfairly, discriminated against or harassed.
- The club will appoint one male and one female equity manager each year at the AGM.

Responsibilities:

- To Mediate and resolve any disputes within the club in a timely manner.
- To deal with any type of problem, concern or complaint about members involvement or the environment they are in.
For example, a grievance about:
 - Development and training availability;
 - How an issues has been handled
 - The club environment;
 - Safety in the workplace;

- The treatment by an official or officer
- Discrimination; or Harassment.
- To follow the SLSA Grievance Procedure and the Member Safety and Wellbeing policy.
- To ensure that only the people directly involved in the grievance or sorting it out, can have access to information.
- To be Impartial (fair) – all sides get a chance to tell their side of the story. No-one makes any assumptions or takes any action until all relevant information has been collected and considered.
- To ensure all sides have access to support or representation if they want or need it.
- To ensure free of unfair repercussions or victimisation – management to take all necessary steps to make sure people involved in a grievance are not victimised for coming forward with a grievance or helping sort it out. If anyone victimises anyone else for making a grievance, they may be disciplined.
- To ensure that all grievances are sorted out at the local level, if possible.
- To report any grievances and there outcomes to the President.

Roles

- Report to Club President

OH & S Officer

Objectives:

- To provide a safe and healthy work environment for the members and partner organisations.

Responsibilities:

- A duty to provide and maintain so far as practicable a working environment that is safe and without risks to health. This shall include:
 - Providing and maintaining safe plant and systems of work.
 - Making and monitoring arrangements for the safe use, handling, storage and transport of equipment and materials.
 - Maintaining the workplace in a safe and healthy condition.
 - Providing adequate facilities to protect the welfare of all members.
 - Providing information, training and supervision for all members enabling them to work in a safe and healthy manner.
 - To ensure at all times that we achieve an incident free workplace.
 - Ensuring that we abide by the Occupational Health and Safety Act 2004 and all other relevant Codes of Practice standard operation procedures etc for surf life saving.
 - To report and coordinate any OH&S issues and there outcomes with the President.

Roles

- Report to Club President

Club Historian

Objectives:

- To ensure that the history/Heritage of the club is kept for our future generations use.

Responsibilities:

- To ensure and to protect on file all minutes, club documents, awards and photographs in an acceptable system.
- To Coordinate and organise all Club events of historical nature.
- Report to and co-ordinate with Club Secretary on history and club documents.

Roles

- Report to Club Secretary

IT Officer

Objectives:

- To coordinate, improve and maintain all club IT systems

Responsibilities:

- To maintain our web site
- To maintain our office systems (computers, copiers etc)
- Report to and co-ordinate with Club Secretary on IT requirements.

Roles

- Report to Club Secretary

Bylaws Manager

Objectives:

- To maintain the clubs Constitution, Bylaws and LSV, SLSA rules.

Responsibilities:

- To update the Constitution upon rule changes from a special or annual general meeting.
- To update and maintain the clubs bylaws.
- To provide information to the club on meeting and club procedures.
- Report to and co-ordinate with Club Secretary on Constitution and by law requirements.

Roles

- Report to Club Secretary

Membership /Surfguard Manager

Objectives:

- To ensure that all members surf club related information is maintained on the club and LSV membership systems used for membership, competition and insurance purposes.

Responsibilities:

- To keep a Register of Members the names and addresses of all members of the Club and the date of the last payment by each member of the subscription.
- To update the SLSA "Surfguard" program with members' information, awards, qualifications and other required information.
- Report to and co-ordinate with Club Treasurer and Chief Instructor on memberships and surf guard.

Roles

- Report to Club Treasurer

Club Vice Captain

Objectives:

- To assist the Club Captain in his role.

Responsibilities:

- Work with and report to the Club Captain to ensure that Patrols are organised effectively and efficiently.
- Help conduct "in-house phantoms" and ensure that patrolling members are aware of their responsibilities in patrolling duties.
- Help enter patrol logs onto surf guard.

Roles

- Report to Club Captain

First Aid Officer

Objectives:

- To provide first aid equipment and facilities for the general public and rescue purposes.

Responsibilities:

- Co-ordinate with and report to the Club Captain to ensure all first aid equipment and supplies are safe to use and up to date.
- Maintain and replenish first aid supplies where necessary.
- Ensure oxygen tanks are full, operational and ready for use.
- Provide advice and training to club members.

Roles

- Report to Club Captain

Gear Steward

Objectives:

- To provide and maintain surf rescue equipment and facilities for our members use for rescue and training purposes.

Responsibilities:

- Co-ordinate with and report to the Club Captain to ensure all equipment within the surf club is safe to use.
- Repair and maintains Rescue Boards, Rescue Tubes and other equipment items within the surf club.
- Check to see if Patrol Flags, all safety signage, flippers etc are in good condition and be available to use.
- Provide and maintain an inventory list of club gear.

Roles

- Report to Club Captain

Radio Officer

Objectives:

- To provide a safe and efficient radio network for rescue and club purposes.

Responsibilities:

- Co-ordinate with and report to the Rescue Coordinator to ensure all radio equipment within the surf club is ready and safe to use.
- Oversee the radios, chargers and associated towers and antenna that they are in operational condition.
- Ensure that all radio serial numbers for identification are kept.
- Be responsible for all repairs needed.
- Have or obtain a clear understanding of the radio system operating at Port Campbell SLSC.
- Understand the ownership of the frequency and VHF radios we use
- Preferably (because of the above) the Radio Officer should be a member of the Port Campbell State Emergency Service.

Roles

- Report to Rescue Coordinator

Club Photographers

Objectives:

- To record photography of our members in action in training, patrols, Competition and socially.

- The club to appoint these photographers as the official Club Photographers.

Responsibilities:

- To provide and file photography of our members in action in training, patrols, Competition and socially for the club purposes only.
- To Assist the Publicity Manager to provide a Publicity Budget for approval by the general committee.
- To report to and assist the Publicity Coordinator.

Roles

- Report to Publicity Coordinator

Newsletter Manager

Objectives:

- To provide members with a timely communication tool on the clubs current and future activities.

Responsibilities:

- Produce a monthly newsletter, the "Time & Tide" to keep all club members aware of the "goings on" around the club.
- Ensure all club members receive the newsletter either via email or post.
- Assist the Publicity Manager to provide a Publicity Budget for approval by the general committee.
- To report to and assist the Publicity Coordinator

Roles

- Report to Publicity Coordinator

Club Coach

Objectives:

- To provide and coordinate coaching activities for members wishing to participate in LSV and SLSA competition.

Responsibilities:

- To maintain and repair boards, ski's and associated equipment ensuring that they are operationally ready for training and competition.
- To maximize the number of Club members participating in all Competitions.
- To assist and manage the teams and members who attend competitions.
- Assist the Competition Manager to provide a coaching Budget for approval by the general committee
- To report to and assist the Club competition Coordinator.

Roles

- Report to Competition Coordinator

Board and ski Captain

Objectives:

- To provide an opportunity for members to successfully participate in LSV and SLSA board and ski competitions.

Responsibilities:

- To maintain and repair boards, ski's and associated equipment ensuring that they are operationally ready for training and competition.
- To maximize the number of Club members participating in board and ski Competitions.
- To manage the teams and members who attend competitions.
- Assist the Competition Manager to provide a board and ski Budget for approval by the general committee
- To report to and assist the Club competition Coordinator

Roles

- Report to Competition Coordinator

Boat Captain

Objectives:

- To provide an opportunity for members to successfully participate in LSV and SLSA surf boat competitions.

Responsibilities:

- To maintain and repair surf boats, trailers and associated equipment ensuring that they are operationally ready for training and competition.
- To maximize the number of Club members participating in boat Competitions.
- To manage the teams and members who attend competitions.
- Assist the Competition Manager to provide a Boat Competition Budget for approval by the general committee
- To report to and assist the Club competition Coordinator

Roles

- Report to Competition Coordinator

Bar Manager

Objectives:

- To provide an efficient and serviceable bar service to patrons
- To manage and control the operations of the Bar.

Responsibilities:

- Report to and assists the function centre manager in their role.
- Liaise with members for staff requirements at each function.

- Liaise with clients holding functions - type of function. i.e; wedding, birthday, etc start and finish times, Bar requirements etc
- Brief bar and other staff prior to function on what is needed at function i.e. tab, house rules, cleaning etc
- After function check, clean and polish glasses and equipment.
- Collect table cloths and send to dry cleaner.
- Collect wash and fold all bar tops and tea towels.
- Collect and Count money and provide to treasurer.
- Prepare function account i.e. bar staff hours, table cloths etc

Roles

- Member of House Committee

Assistant Bar Manager

Objectives:

- To assist the Bar Manager in providing an efficient and serviceable bar service to patrons

Responsibilities:

- Report to and assists the Functions Manager and Bar Manager.
- To assist the Functions and Bar Managers in their roles and responsibilities. (see Functions and Bar Manager responsibilities)

Roles

- Report to Bar Manager

Power boat vice Captain

Objectives:

- To assist the Power boat manager manage the operations and maintenance of all club power craft.

Responsibilities:

- To assist the Power Boat manager in all the Club power boat roles and responsibilities. (see Power boat manager responsibilities)

Roles

- Report to Power Boat Captain

Assistant Buildings Coordinator

Objectives:

- To help coordinate the construction, maintenance and improvements of the PCSLSC buildings and surrounds with the Buildings Coordinator. (Club rooms, Function centre and the Hostel)

Responsibilities:

- Help provide a Buildings Budget for approval by the general committee.
- Help provide and coordinate services for building maintenance, equipment and construction

Roles

- Report to Buildings Coordinator

Public Officer

Objectives:

- To fulfil the statutory obligations required by Consumer Affairs Victoria of an incorporated association.

Responsibilities:

- Be responsible for the legal requirements of a Public Officer.
- Lodge an Annual Statement by with the Registrar within one month after the annual general meeting.
- Notify the Registrar of a change of Public Officer or change of Public Officer's address
- To assist the Secretary in all roles and responsibilities of the public officer. (see Secretary responsibilities)

Roles

- Report to Secretary

Function Centre coordinator

Objectives:

Responsibilities:

Roles

- Member of House Committee

Sub Committees

Finance Committee

Membership

- Vice President (Chair)
- Treasurer
- President

Objectives:

- To ensure that appropriate financial support is provided to the Treasurer, General Committee and Sub Committees.
- To ensure that the financial processes work efficiently throughout the Club.

Responsibilities:

- The clubs vice president to chair these meetings with the Treasurer providing the reporting to this committee and to the clubs committee.
- To ensure that the clubs committee and sub committees have enough cash funds to operate their specific functions.
- Monitor the club debtor, creditor and accounting systems.
- Present a report to all Committee meetings via the Treasurer detailing the clubs monthly income and expenses (inc details of invoices), income statement, cash flow statement and balance sheet.
- Coordinate in conjunction with the treasurer a consolidated budget for the forthcoming season to the General Committee, to be ratified and approved at the July committee meeting.
- Monitor, review and report the auditors' process with the financial accounts and auditors report.
- Monitor and review the Clubs audited financial statements.
- The financial statement shall contain
 - The income and expenditure during the last financial year
 - The assets and liabilities at the end of the last financial year (balance sheet)
 - Any mortgages, charges and securities affecting any of the property at the end of the last financial year
 - The financial statements of each trust of which the club was trustee during the whole or part of the last financial year.
 - This financial statement must give a true and fair view of the financial position of the incorporated association during and at the end of its last financial year.
- Monitor and review the Asset Register of Club Assets

Nipper Committee**Membership**

- Junior Coordinator (Chair)
- 5 club members

Objectives:

- To provide the wellbeing and development of surf life saving skills for our Nipper junior life savers.

Responsibilities:

- Reports to and assists the Junior Coordinator.
- To provide a Nipper program that runs effectively over the summer period and that all of the Nippers have an enjoyable and informative summer program.
- To coordinate with the Nippers in fundraising to raise monies for junior activities.
- To ensure that the Nipper program is structured to develop surf life saving and personal skills.
- Elect the Junior Committee Coordinator and other committee roles.

Cadet Committee**Membership**

- Junior Coordinator (Chair)
- Cadet Coordinator
- 3 club members

Objectives:

- To provide the wellbeing and development of surf life saving skills for our Cadet junior life savers

Responsibilities:

- Reports to and assists the Junior Coordinator
- To ensure that the Cadet program runs effectively over the summer period and that all of the cadets have an enjoyable and informative summer program.
- To coordinate with the cadets in fundraising to raise monies for the cadet camp held in early February of each year.
- To ensure that the Cadet program is structured to develop surf life saving skills and personal skills.

House Committee**Membership**

- House Coordinator (Chair)
- Function Centre coordinator
- Bar Manager
- 3 club members

Objectives:

- To provide and coordinate the Management, Marketing and Operations of the Function centre and the Hostel.

Responsibilities:

- House Coordinator to provide written report to general committee meeting.
- Provide a Business plan to promote marketing of the Function centre and Hostel.
- Provide a House committee Budget for approval by the general committee
- To inform the Building coordinator of any maintenance and improvement requirements of the function centre and Hostel.
- Elect the House Committee Coordinator and other committee roles.

Sponsorship Committee

Membership

- Sponsorship Coordinator (Chair)
- 3 club members

Objectives:

- To maximize the number of sponsors supporting the Club and to maximize revenue from the sponsorship base.
- To manage the relationship between the Club and sponsors to ensure that all sponsors are serviced to a high level and are retained on a long term basis.
- To make application for grants and funding programs that fit within the clubs objectives.

Responsibilities:

- To help Coordinate with the sponsorship manager all sponsorship and grants for all areas of the club.
- Help provide a Sponsorship Budget for approval by the general committee
- Help to ensure that all existing major sponsors are contacted prior to season commencement.
- Help to ensure all sponsorship agreements are honoured.
- Help maintain contact with all corporate sponsors throughout the season.
- Help coordinate sponsors functions.
- Help to ensure sponsors signage is in place and all other aspects of sponsorship packages are in place.
- Elect the Sponsorship Committee Coordinator and other committee roles

Social Committee

Membership

- Social Coordinator (Chair)
- 3 club members

Objectives:

- To establish a broad social calendar for the season.
- To provide appropriate entertainment for all Club members and to enhance the appeal of the Club to the wider community.

Responsibilities:

- To help coordinate with the Social manager for all social functions for all areas of the club.
- Help prepare a social calendar of social events that will attract the widest involvement from all members of the Club.
- Help provide a Social Budget for approval by the general committee
- Help to ensure that all Social events are at least cost neutral.
- Elect the Social Committee Coordinator and other committee roles

Appendix 3 – Club Fees

Function room charges

| | |
|--------------------|--------------------------------|
| Bar staff from | \$ 50 for 5 hrs for 3 staff, |
| Subsequent | \$15 per staff per hr |
| Dry cleaning | \$10, |
| Kitchen use | \$1.00, |
| Full Hire fees | \$350 |
| Meeting room 1 hr | \$125 |
| Subsequent hours | \$25 per hr up to \$300. |
| Funerals | \$125 |
| Small Meeting Room | \$60 small meeting room 3/8/06 |

Membership Fees

Active Member \$

Equipment Fees

Pelican Hire

Appendix 4 –PCSLSC Bylaws

Local ORB requirements for drivers and crew for Port Campbell SLSC

(Blank)