



# South Melbourne Life Saving Club Inc

REGISTRATION NO. A0007579Y

## By Laws

5 May 2025

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# By Laws of South Melbourne Life Saving Club

## 1. GENERAL

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### 1.1 Authority

- 1.1.2 Pursuant to Rule 25.1 of the Constitution, the Board may formulate, issue, adopt, interpret and amend such By-Laws for the proper advancement, management and administration of the Association, the advancement of the Objects and lifesaving in City of Port Phillip as it thinks necessary or desirable.
- 1.1.2 Pursuant to Rule 25.2 of the Constitution all By-Laws are binding on the Club and all Members of the Club.

### 1.2 Definition and Interpretations

- 1.2.1 In these By Laws:

**Appointed officer** has the same meaning, as described in By Law 3.4.

**Board** means the Board of the South Melbourne Life Saving Club, unless expressly provided otherwise.

**Club** means the South Melbourne Life Saving Club unless expressly provided otherwise.

**Director** means a Director of South Melbourne Life Saving Club unless expressly provided otherwise. For the avoidance of doubt Director includes the President, Secretary, Treasurer and Club Captain.

**Individual member** means a person defined by Rule 8.2(b) and By Law 3.

**Member** means any person who is a member of South Melbourne Life Saving Club irrespective of which membership category they hold under Rule 8.2 and By Law 3 and noting that **individual member** is expressly defined.

**Rule** refers to a section of the South Melbourne Life Saving Club Constitution.

**SMLSC** means South Melbourne Life Saving Club.

- 1.2.2 Words that are undefined by these By-Laws shall have the same meaning or definition as they have in the Constitution of the South Melbourne Life Saving Club Constitution or if undefined in the Constitution of the South Melbourne Life Saving Club, they shall have the same meaning or definition as they have in the Constitution of Life Saving Victoria.
- 1.2.3 Rule 5.2 of the South Melbourne Life Saving Club Constitution is incorporated in and applies to these By Laws.

### 1.3 Policies

- 1.3 The Board may develop policies as required to ensure the efficient and effective operation of the club.

## 2. MEMBERSHIP

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### 2.1 Membership categories, voting rights and rights to notice

2.1.1 The following shall be the categories and sub-categories of membership and the voting rights of members:

Category	Sub-category	Voting rights at General Meetings
Junior	Junior Activities (Nipper)	No
	Cadet (13 – 15)	
Active	Active (15 – 18)	Yes, pursuant to rule 8.2(b)
	Active (18+)	
	Reserve Active	
	Award	
Associate	Associate	Yes
	General	No
	Nipper Parent	No
Community	Community	No
	Swimming Seahorse Member	No
Honorary/Service	Life Member	No, unless also a member under Rule 8.2(b)
	Long Service	Yes
	Honorary	No

2.1.2 “**Individual members**” pursuant to Rule 5.1 and Rule 8.2(b) are members in the following categories and subcategories:

- (a) Active – all subcategories;
- (b) Associate – Associate subcategory.
- (c) Honorary / Service – Life Member, but only if they have met the ongoing requirements of membership; and
- (d) Honorary / Service – Long Service.

2.1.3 The **Associate subcategory of Associate membership** is for members who are not Active members but who are actively engaged in the operations of the club. Membership in this subcategory is granted by the Board at its absolute discretion but the Board shall confer this class of membership on any member who is not an individual member but who has been appointed to and currently holds a Board or an Appointed Officer position.

2.1.4 The **General subcategory of Associate membership** is used for members who have a **Family subscription** and are parents of a Junior Activities member (**Nipper parents**) or parents of a Cadet member unless they are also an **Active** member or an **Associate** member in the **Associate** subcategory. The category is also used for other general members.

2.1.4 **Right to notice.** Pursuant to Rules 8.2(a) and 15.1 all individual members, Life Members and Directors shall be given notice of general meetings.

### 2.2 Member Patrol Obligations.

Active members must meet the minimum patrol obligations set by the Board.

## **2.3 Membership fees and family memberships**

Membership fees shall be levied by the Board on an annual basis using the membership categories and/or subcategories.

Family memberships are offered as described below. **Junior Activities (Nipper)** are only offered as family subscriptions.

<b>Family memberships</b>	<b>Description</b>
Active Family One	Child aged 5-18 and their parent(s) / guardian(s) where at least one parent / guardian is actively engaged in supporting the Nipper Program
Associate Family One	Child aged 5-18 and their parent(s) / guardian(s)
Active Family Plus	Two or more children aged 5-18 and their parent(s) / guardian(s) where at least one parent / guardian is actively engaged in supporting the Nipper Program
Associate Family Plus	Two or more children aged 5-18 and their parent(s) / guardian(s)

Where a family subscription includes a parent or guardian who is a Life Member, the amount determined by the board as the membership fee for an Active member (18+) shall be deducted from the subscription.

## **2.4 Membership fees discounts based on patrol hours performed**

The Board may provide a reward to patrolling members who have exceeded club active member requirements through a discount to their membership fee. Only patrol hours completed at SMLSC are counted for the purpose of this discount calculation. Any such discounts do not apply to family subscriptions.

## **2.5 Membership fees not refundable**

Membership fees shall not be refundable unless the Board determines otherwise.

## **2.6 Financial hardship**

The Board may, at its absolute discretion and notwithstanding any other provision of the club's membership by-laws, provide a discount to any member, on application, who is experiencing significant financial hardship.

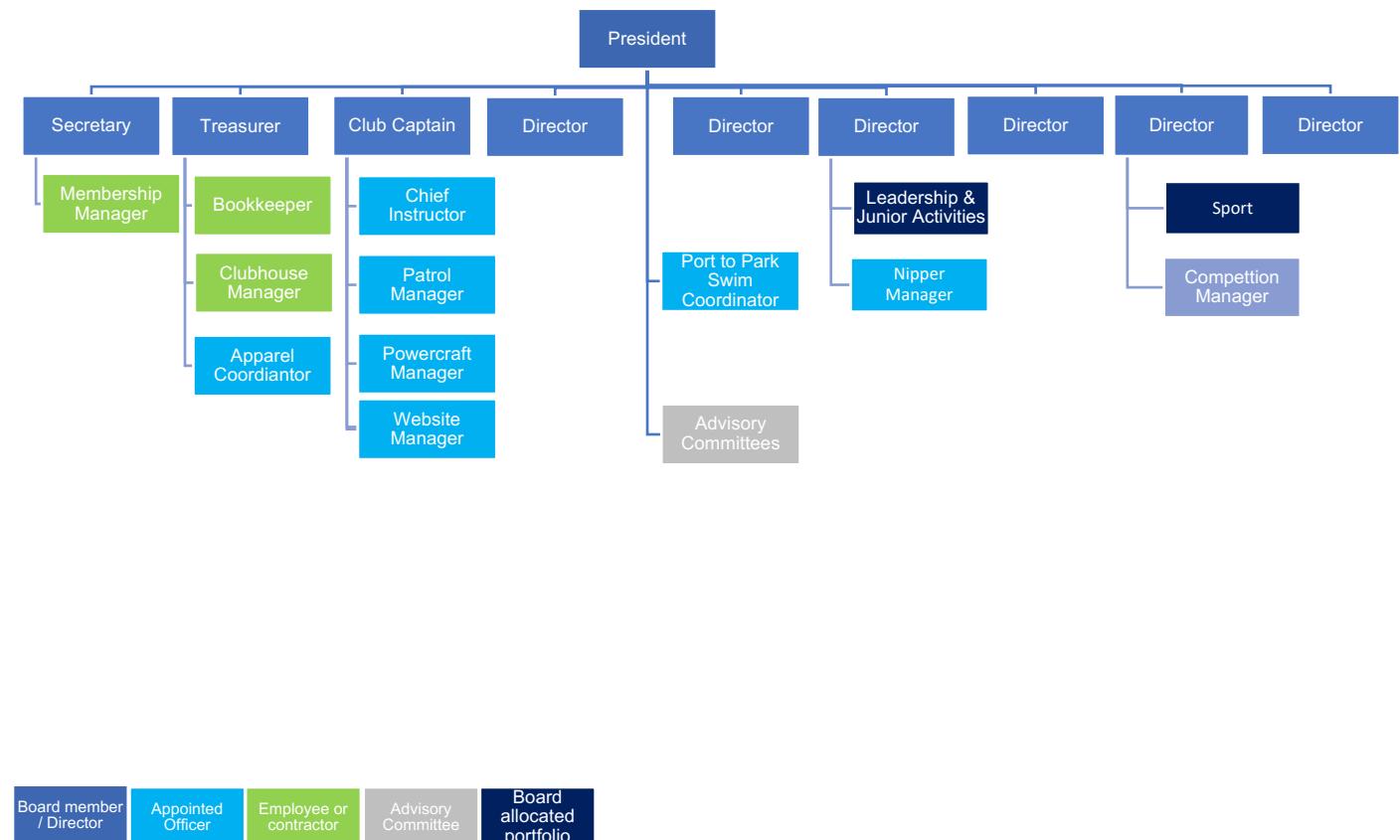
## **2.7 Working With Children Check**

All Active, Associate, Long Service and Swimming Seahorse members of SMLSC and any other member who is 18 years and over, in a voluntary or salaried position or contractor, or who works with members under 18 years of age in any capacity is required to have a valid Working with Children Check.

Members must ensure SMLSC is listed as an organisation on their Working With Children Check details held by the Department of Justice and Community Safety.

### 3. CLUB STRUCTURE

#### Club organisational chart



#### 3.2 Club governance

The Club is governed by a Board elected by the members and made up of ten Directors. The Board delegates certain powers and duties to appointed officers who fulfill operational functions and who report to a Director.

Directors	Appointed Officers
<ul style="list-style-type: none"> <li>President</li> <li>Secretary</li> <li>Treasurer</li> <li>Club Captain</li> <li>Director – Sport</li> <li>Director – Leadership and Junior Activities</li> <li>Four (4) directors without portfolio</li> </ul>	<ul style="list-style-type: none"> <li>Chief Instructor</li> <li>Patrol Manager</li> <li>Powercraft Manager</li> <li>First Aid Officer</li> <li>Competition Manager</li> <li>Nipper Manager</li> <li>Member Protection Officers</li> <li>Web Manager</li> <li>Apparel Coordinator</li> <li>Port to Park Swim Coordinator</li> </ul>

##### 3.2.1 Governing style

The President is responsible for ensuring that the Board seeks to govern in a style that fosters and promotes consultative, collaborative, collegiate and collective decision-making.

### **3.2.2 Portfolios**

In accordance with Rule 18.3, the Board has established two portfolios to be held by two Directors excluding the President, Secretary, Treasurer and Club Captain. The portfolios are:

- (a) Sport, which includes competition;
- (b) Leadership and Junior Activities, which includes junior activities, cadets and membership and leadership activities.

### **3.2.3 Induction**

The President shall arrange an induction for all new directors upon their election or appointment.

### **3.2.4 Employees and contractors**

The President, in addition to any other director expressly authorised, shall direct any employees and contractors of the club.

### **3.2.5 Minutes**

The Secretary shall be responsible for the ensuring minutes of each Board meeting are taken, confirmed and retained by the Club.

### **3.2.6 Circulating resolutions**

The Board may use circulating resolutions for matters the President determines are of an urgent nature and require immediate and urgent attention and resolution. Such resolutions must:

- (a) Be in writing and circulated to all directors by the Secretary, or by the President;
- (b) Include an explanation of the action sought;
- (c) Include an explanation of why the matter is urgent;
- (d) Include the motion or resolution to be considered; and
- (e) Place a date and time by which Directors are requested to vote, noting that this should, unless the Board otherwise determines, not be less than 24 hours.
- (f) All Directors should respond by voting on the resolution but in doing so should "reply all" so all Directors can view the voting.
- (g) A circulating resolution shall only be carried if each director votes and no director votes against. An abstention is counted as a vote, but not counted as a vote against.
- (h) The circulating resolution is considered carried at the time the last director votes in favour or abstains.
- (i) A circulating resolution lapses at the time a director votes against or at the closing date and time of the circulating resolution if all directors have not voted.
- (j) Circulating resolutions, including a tabulation of how each Director voted shall be included as an attachment to the minutes of the next Board meeting.
- (k) Circulating resolutions carried by the Board have the same effect as a resolution carried at a meeting of the Board.

### **3.2.7 Confidentiality**

Directors and officers have a duty to protect confidential and commercially sensitive information, as well as deliberations of the Board and/or other committees.

## **3.3 Position Descriptions – Board positions**

Position descriptions developed for Board positions are in addition to the legal duties of directors and those prescribed in the constitution.

### 3.3.1 Position Description – President

<b>Role</b>	In addition to the duties prescribed in the SMLSC Constitution, the President is the principal leader of the club and responsible for the overall strategic direction, growth and leadership of SMLSC.
<b>Duties</b>	<ul style="list-style-type: none"> <li>a. Fulfill all duties of the President prescribed by the club's constitution.</li> <li>b. Fulfill all duties of a Director of SMLSC.</li> <li>c. Chair all meetings of the Board.</li> <li>d. Chair meetings of the club membership (AGM, SGM).</li> <li>e. Represent the club to the community and to LSV, SLSA and RLSSA.</li> <li>f. Set the strategic leadership and direction of the Board and club.</li> <li>g. Monitor the club's strategic and development performance through ensuring efficiency of reporting systems.</li> <li>h. Manage liaison between the club and the City of Port Phillip and external government departments, agencies and authorities.</li> <li>i. Act as club spokesperson.</li> <li>j. Undertake succession planning across the club.</li> <li>k. Direct club employees and contractors, as required.</li> </ul>
<b>Eligibility</b>	Must hold, or have previously held, an SLSA Bronze Medallion
<b>Reports to</b>	Board Members (at the AGM)
<b>Reporting positions</b>	Club employees and contractors, as prescribed
<b>Consults with</b>	<b>Internal:</b> Members, Directors, Appointed Officers <b>Lifesaving:</b> Other clubs, LSV, SLSA, RLSSA <b>External:</b> City of Port Phillip, government agencies and departments, sponsors, stakeholders
<b>Attends meetings of</b>	Board Governance Committees (ex officio) Honours and Awards Committee (ex officio) LSV Council of Lifesaving Clubs

### 3.3.2 Position Description – Secretary

<b>Role</b>	In addition to the duties prescribed in the SMLSC Constitution, the Secretary is responsible for the administration of the club.
<b>Duties</b>	<ul style="list-style-type: none"> <li>a. Fulfill all duties of the Secretary prescribed by the club constitution</li> <li>b. Fulfill all duties of a Director of SMLSC</li> <li>c. Preparation of the agenda for Board meetings (with the President).</li> <li>d. Taking the minutes of all meetings and distribute accordingly.</li> <li>e. Making all necessary arrangements for club meetings.</li> <li>f. Including notice of meetings (Board, AGM, SGM) and collating reports and papers, as well as nominations for director elections</li> <li>g. Lead the collation and production of the annual report.</li> <li>h. Ensure the club maintains a register of members' details.</li> <li>i. Direct and supervise the Registrar.</li> </ul>
<b>Eligibility</b>	
<b>Reports to</b>	Board
<b>Reporting positions</b>	Membership Manager
<b>Consults with</b>	<b>Internal:</b> Members, Directors, Appointed Officers <b>Lifesaving:</b> LSV, SLSA, RLSSA <b>External:</b> ACNC and Consumer Affairs Victoria
<b>Attends meetings of</b>	Board Governance Committees (ex officio)

### 3.3.3 Position Description – Treasurer

<b>Role</b>	In addition to the duties prescribed in the SMLSC Constitution, the Treasurer is responsible for the financial management of the club.
<b>Duties</b>	<ul style="list-style-type: none"> <li>a. Fulfill all duties of the Treasurer prescribed by the club constitution.</li> <li>b. Fulfill all duties of a Director of SMLSC.</li> <li>c. Lead the preparation of the annual budget.</li> <li>d. Ensuring the club keeps a timely and proper record of all payments paid and monies received.</li> <li>e. Presenting financial reports at Board meetings.</li> <li>f. Ensuring compliance of financial activities with appropriate financial and accounting standards, as appropriate.</li> <li>g. Arranging the annual financial audit.</li> <li>h. Producing the production of the annual financial report.</li> <li>i. Ensuring the club sends out accounts, as required.</li> <li>j. Ensuring the club pays all bills and accounts are paid.</li> <li>k. Any other financial management task that may be required.</li> <li>l. Direct and supervise the Bokkeeper and Clubhouse Manager.</li> </ul>
<b>Eligibility</b>	It is preferable that the Treasurer hold appropriate financial qualifications
<b>Reports to</b>	Board Members (at the AGM)
<b>Reporting positions</b>	Bookkeeper Clubhouse Manager Apparel Coordinator
<b>Consults with</b>	<b>Internal:</b> Directors and Appointed Officers <b>External:</b> Club Auditor and ACNC as required
<b>Attends meetings of</b>	Board

### 3.3.4 Position Description – Club Captain

<b>Role</b>	The Club Captain provides a focal point at the Club Board for all active club members and works collaboratively with relevant directors and appointed officers to fulfill a coordinating role across all operational areas of the club, whilst also being responsible, at Board level, for the lifesaving operations of the club, including lifesaving and rescue services and lifesaving training and assessment
<b>Duties</b>	<ul style="list-style-type: none"> <li>a. Fulfill all duties of a Director of SMLSC.</li> <li>b. Work collaboratively with relevant directors to ensure operational activities across the club are efficient and effective and coordinated to maximise member involvement.</li> <li>c. Provide a line of communication between the active members (including patrolling members and competitors) to the Board.</li> <li>d. Monitor the conduct and discipline of members when identified and bring any breaches to the notice of the Board;</li> <li>e. To provide strategic direction in lifesaving operations, including lifesaving and rescue services and training and assessment.</li> <li>f. To proactively, through appointed officers, drive strategic excellence across lifesaving operations.</li> <li>g. To update the Board, as appropriate, of developments in lifesaving operations at both a club, state and national level.</li> <li>h. Together with appointed officers, to act as the liaison point between LSV's Lifesaving Operations Council and officers and the club .</li> <li>i. To receive reports from, and provide strategic direction to, the Patrol Manager, Chief Instructor, Powercraft Manager and First Aid Officer.</li> </ul>

	<ul style="list-style-type: none"> <li>j. Liaise and provide a means of coordination between the Directors responsible for Sport and Leadership and Junior Activities to ensure all areas are adequately resourced;</li> <li>k. Act as spokesperson the club on lifesaving matters and generally in the absence of President, as approved by the President.</li> <li>l. Represent the club at the local, state and national level as required</li> <li>m. Ensure the club maintains an active social events calendar.</li> </ul>
<b>Eligibility</b>	Must be a current active member
<b>Reports to</b>	Board
<b>Reporting positions</b>	Patrol Manager Chief Instructor Powercraft Manager First Aid Officer Website Manager
<b>Consults with</b>	<b>Internal:</b> Members, Directors, Appointed Officers <b>Lifesaving:</b> LSV, SLSA, RLSSA <b>External:</b> As directed by the President
<b>Attends meetings of</b>	Board LSV Lifesaving Operations Council (LSOC) (as required)

### 3.3.5 Position Description – Director – Sport

<b>Role</b>	In addition to the duties prescribed in the SMLSC Constitution, the Director – Sport is responsible, at Board level, for competition and sport activities
<b>Duties</b>	a. Fulfill all duties of a Director of SMLSC. b. To provide strategic direction in competition and sporting matters. c. To proactively, through appointed officers, drive strategic excellence across competition. d. To update the Board, as appropriate, of developments in aquatic and surf sports at club, state and national level. e. Together with appointed officers, to act as the liaison point between LSV's Aquatic Sports Council and officers and the club. f. To receive reports from, and provide strategic direction to, the Competition Manager.
<b>Eligibility</b>	
<b>Reports to</b>	Board
<b>Reporting positions</b>	Competition Manager
<b>Consults with</b>	<b>Internal:</b> Members <b>Lifesaving:</b> LSV Aquatic Sports Council personnel (usually through appointed officers)
<b>Attends meetings of</b>	Board LSV Aquatic Sports Council

### 3.3.6 Position Description – Director – Leadership and Junior Activities

<b>Role</b>	In addition to the duties prescribed in the SMLSC Constitution, the Director – Leadership and Junior Activities, is responsible, at Board level, for the leadership development and junior activities of the club, including cadets and nippers
<b>Duties</b>	a. Fulfill all duties of a Director of SMLSC. b. To provide strategic direction in leadership and junior activities. c. To proactively, through appointed officers, drive strategic excellence across junior activities.

	<p>d. To update the Board, as appropriate, of developments in leadership and junior activities at club, state and national level.</p> <p>e. Together with appointed officers, to act as the liaison point between LSV's Membership and Leadership Development Council and officers and the club.</p> <p>f. To receive reports from, and provide strategic direction to, the Nipper Manager.</p>
<b>Eligibility</b>	
<b>Reports to</b>	Board
<b>Reporting positions</b>	Nipper Manager
<b>Consults with</b>	<p><b>Internal:</b> Members</p> <p><b>Lifesaving:</b> LSV Membership and Leadership Development Council personnel (usually through appointed officers)</p>
<b>Attends meetings of</b>	<p>Board</p> <p>Nippers Committee</p> <p>LSV Membership and Leadership Development Council</p>

### **3.4 Appointed officers**

The Board delegates certain operational functions. Pursuant to Rule 22.1, the Board has established a number of appointed officers to discharge operational functions on behalf of the Board during their term of office. Appointed officers report to a Director.

Appointed officers have a duty to always act honestly and in the best interests of the club, avoid and declare any perceived or real conflicts and act as a role model for all members. They must proactively keep the director to whom they report apprised of developments, issues and operations in their respective role.

#### **3.4.1 Appointment**

The Board shall call for nominations for all appointed officers annually prior to the Annual General Meeting. The Board shall consider the nominations for appointed officers at the first Board meeting following an AGM and shall make appointments thereafter at its absolute discretion.

The Board may appoint members to appointed officer roles by resolution of the Board.

Appointments shall be in the form of an instrument, being a letter signed by the President confirming the Board's appointment of the member for a one-year term and shall set out the terms and any additional general or special conditions imposed by the Board on the appointment, which it may determine from time to time. The relevant position description for the position as it appears in the By-Laws shall be enclosed with the letter and thus form part of the instrument appointing the member.

#### **3.4.2 Multiple appointments to certain Appointed Officer roles**

The Board may appoint two members to the Chief Instructor position and two or more members to the Member Protection Officer positions.

#### **3.4.3 Suspension or termination of appointment**

The Board may, at its absolute discretion suspend or terminate an appointed officer from their role as an appointed officer by special resolution of the Board.

### 3.4.4 Resignation

An Appointed Officer may resign their position in writing to the Secretary.

### 3.4.2 (Deleted)

### 3.4.3 Position Description – Chief Instructor

<b>Role</b>	The Chief Instructor is responsible for the planning, conduct and coordination of all lifesaving training and development activities, including the coordination of annual proficiency assessments
<b>Duties</b>	<ul style="list-style-type: none"><li>a. Fulfill the duties of an appointed officer of SMLSC.</li><li>b. Coordinate the training and coordinating the assessment for all qualifications required for life saving at the club.</li><li>c. Liaise with the Club Captain and Director – Lifesaving Operations to ensure the required support services are in place during training sessions.</li><li>d. Liaise with the Patrol Manager, Competition Manager, and Nipper Manager to ensure sufficient award training is planned and made available.</li><li>e. Review and implement any directives provided by LSV and governing bodies.</li><li>f. Any other tasks relating to training and development determined by the Board.</li></ul>
<b>Eligibility</b>	Must hold an SLSA Bronze Medallion Must hold an SLSA Training Officer qualification (or equivalent SLSA award)
<b>Reports to</b>	Club Captain
<b>Reporting positions</b>	Training Officers Facilitators
<b>Consults with</b>	<b>Internal:</b> Members <b>Lifesaving:</b> LSV Area Training and Assessment Officer, LSV Assessors, other LSV LSOC officers
<b>Attends meetings of</b>	Board, when required

### 3.4.4 Position Description – Patrol Manager

<b>Role</b>	The Patrol Manager is responsible for the coordination of patrols, development of life saving activities and management of the operational equipment and management.
<b>Duties</b>	<ul style="list-style-type: none"><li>a. Fulfill the duties of an appointed officer of SMLSC.</li><li>b. Coordinate patrols for the lifesaving season.</li><li>c. In conjunction with the Director – Lifesaving Operations and Club Captain, select Patrol Captains.</li><li>d. Develop new initiatives for patrolling.</li><li>e. Providing patrolling uniforms for all patrolling members.</li><li>f. Liaise with the Club Captain and Powercraft Manager to ensure all patrolling equipment is ready for use.</li><li>g. Liaise with the Chief Instructor to implement patrol captain training.</li><li>h. Liaise with other clubs to improve and enhance lifesaving standards.</li><li>i. Liaison with the Club Captain in developing an emergency response unit of key patrollers.</li><li>j. Any other tasks relating to lifesaving and rescue services determined by the Board.</li></ul>
<b>Eligibility</b>	Must hold an SLSA Bronze Medallion

	Must hold an SLSA Patrol Captain qualification
<b>Reports to</b>	Club Captain
<b>Reporting positions</b>	Patrol Captains
<b>Consults with</b>	<b>Internal:</b> Members <b>Lifesaving:</b> LSV Area Lifesaving Services Officer, LSV LSOC Officers.
<b>Attends meetings of</b>	Board, when required

### 3.4.5 Position Description – Powercraft Manager

<b>Role</b>	The Powercraft Manager is responsible for the club's powercraft, including boats, motors and vehicles.
<b>Duties</b>	<ol style="list-style-type: none"> <li>Fulfill the duties of an appointed officer of SMLSC.</li> <li>Develop and implement a maintenance and servicing program for the club's powercraft, including: Inflatable Rescue Boats, Motors, Side-by-Side Vehicles and Road Vehicles.</li> <li>Liaise with the Club Captain, Chief Instructor, Patrol Manager and Competition Manager to ensure club has sufficient equipment for patrols and other water safety activities.</li> <li>Any other tasks relating to powercraft determined by the Board.</li> </ol>
<b>Eligibility</b>	<p>Must hold an SLSA Silver Medallion: IRB Driver</p> <p>Must hold a side-by-side operator qualification</p> <p>Must hold a Victorian Drivers Licence</p>
<b>Reports to</b>	Club Captain
<b>Reporting positions</b>	Nil
<b>Consults with</b>	<b>Internal:</b> Members, especially IRB Drivers and IRB Crew <b>External:</b> LSV Powercraft Officer(s) and Panel, as required
<b>Attends meetings of</b>	Board, as required

### 3.4.6 Position Description – First Aid Officer

<b>Role</b>	The First Aid Officer is responsible for the clubs first aid room, oxygen equipment and defibrillation equipment.
<b>Duties</b>	<ol style="list-style-type: none"> <li>Fulfill the duties of an appointed officer of SMLSC.</li> <li>Maintaining the appropriate stock of first aid equipment throughout the patrol season</li> <li>Development and implement a maintenance and servicing program for the clubs oxygen equipment</li> <li>Development and implement a maintenance and servicing program for the clubs defibrillation equipment</li> </ol>
<b>Eligibility</b>	Have attained the SLSA (or equivalent) Senior First Aid qualification, or equivalent or higher successor qualification
<b>Reports to</b>	Club Captain
<b>Reporting positions</b>	Nil
<b>Consults with</b>	Patrol Manager, Patrol Captains
<b>Attends meetings of</b>	Board, as required

### 3.4.7 Position Description – Competition Manager

<b>Role</b>	The Competition Manager is responsible for coordinating the club's competition activities, including for surf/open water, pool, summer and winter (IRB racing) but excluding junior activities competition.
<b>Duties</b>	<ul style="list-style-type: none"> <li>a. Coordinate club training.</li> <li>b. Coordinate the submission of club entries into local, national and international competitions.</li> <li>c. Develop club coaches.</li> </ul>
<b>Eligibility</b>	
<b>Reports to</b>	Director – Sport
<b>Reporting positions</b>	Team Managers Coaches
<b>Consults with</b>	Members
<b>Attends meetings of</b>	Board, as required LSV Aquatic Sports Council (alternate delegate)

### 3.4.8 Position Description – Nipper Manager

<b>Role</b>	The Nipper Manager is responsible for the club's Nipper Program and for the development of junior members.
<b>Duties</b>	<ul style="list-style-type: none"> <li>a. The development and implementation of the national Surf Ed nipper program</li> <li>b. Ensuring the safety and protection of the club's Nipper members</li> <li>c. Create and implement an induction program for parents of SMLSC Nipper members</li> <li>d. Working with the Competition Manager to develop youth competitors</li> <li>e. Review and implementation of any directives provided by LSV and governing bodies</li> <li>f. Any other task(s) relating to Nipper activities at SMLSC that may arise during the term</li> <li>g. Any other tasks relating to junior activities determined by the Board.</li> </ul>
<b>Eligibility</b>	Must hold, or have held, an SLSA Age Manager qualification
<b>Reports to</b>	Director – Leadership and Junior Activities
<b>Reporting positions</b>	Age Managers Nipper Parent Helpers
<b>Consults with</b>	Members
<b>Attends meetings of</b>	Board, when required Nippers Committee LSV Membership and Leadership Development Council (alternate delegate)

### 3.4.9 Position Description – Member Protection Officer

<b>Role</b>	The Member Protection Officer is responsible for supporting members and protecting them and the club's wellbeing, to provide member welfare education and support.
<b>Duties</b>	<ul style="list-style-type: none"> <li>a. Provision of confidential support and assistance to other members who wish to raise a concern or grievance, or who have had a grievance lodged against them.</li> <li>b. Provide Triage; act as initial contact for members; their role is to prioritise actions, needs and urgency based on assessed risk, need and grievance/complaint.</li> </ul>

	<ul style="list-style-type: none"> <li>c. Investigate and manage complaints and moderate mediation conferences.</li> <li>d. Provide support and education around safeguarding children to other members.</li> <li>e. Refer matters to Police as outlined in Member Protection Policy. Also see LSV: <a href="https://lsv.com.au/wp-content/uploads/LSV-MPO-Club-Position-Description-V2.0.pdf">https://lsv.com.au/wp-content/uploads/LSV-MPO-Club-Position-Description-V2.0.pdf</a></li> </ul>
<b>Eligibility</b>	Must be an active member
<b>Reports to</b>	President
<b>Reporting positions</b>	Nil
<b>Consults with</b>	Directors, Appointed Officers, Members
<b>Attends meetings of</b>	N/A

#### 3.4.10 Position Description – Website Manager

<b>Role</b>	Maintain the club website.
<b>Duties</b>	<ul style="list-style-type: none"> <li>a. Maintain the club website in line with the direction provided by the Club Captain.</li> </ul>
<b>Eligibility</b>	
<b>Reports to</b>	Treasurer
<b>Reporting positions</b>	Nil
<b>Consults with</b>	Directors, Appointed Officers, Members
<b>Attends meetings of</b>	N/A

#### 3.4.11 Position Description – Apparel Coordinator

<b>Role</b>	Coordinates the purchase and sale of club apparel.
<b>Duties</b>	<ul style="list-style-type: none"> <li>a. Coordinating the sourcing, ordering and purchase of apparel in line with the agreed designs, styles and direction provided by the President, Club Captain and Director – Sport.</li> <li>b. Coordinating the sale of club apparel.</li> </ul>
<b>Eligibility</b>	
<b>Reports to</b>	Treasurer
<b>Reporting positions</b>	Nil
<b>Consults with</b>	Directors, Appointed Officers, Members
<b>Attends meetings of</b>	N/A

#### 3.4.12 Position Description – Port to Park Swim Coordinator

<b>Role</b>	Plan, promote and oversee the conduct of the Port to Park Swim.
<b>Duties</b>	<ul style="list-style-type: none"> <li>a. Establish a working group to support the position in the planning, promotion and conduct of the Port to Park Swim.</li> </ul>
<b>Eligibility</b>	
<b>Reports to</b>	President

<b>Reporting positions</b>	Nil
<b>Consults with</b>	Directors, Appointed Officers, Members
<b>Attends meetings of</b>	N/A

### **3.5 Advisory Committees**

At the first Board meeting following each Annual General Meeting the Board shall appoint members to its advisory committees. Such appointments shall conclude at the first Board meeting following the next Annual General Meeting.

The advisory committees shall be responsible for regulating their own affairs and are not required to keep minutes of meetings.

#### **3.5.1 Governance Committee**

##### **3.5.1.1 Role**

The Governance Committee shall be responsible for assisting the Board by on matters relating to governance, including providing advice regarding the club's by-laws. The Committee shall provide such support and advice to the Board when it is sought by the President or the Board.

##### **3.5.1.2 Duties**

- Review and recommend updates to By-Laws.
- Provide governance advice to the Board upon request.

##### **3.5.2.3 Membership**

- Chaired by a member appointed by the Board.
- No Board members shall serve as general members of the Committee.
- It shall include not less than three other members.
- The President or their delegate shall be an ex-officio member.

##### **3.5.2.4 Reports To**

Board

##### **3.5.2.5 Meetings**

The Committee shall meet as required but no fewer than twice annually. Minutes of such meetings shall records decisions of the committee.

#### **3.5.2 Honours and Awards Committee**

##### **3.5.2.1 Role**

The Honours and Awards Committee is delegated the authority to call for and consider nominations for all club awards and perpetual trophies presented at club's Presentation Night, to determine the selection criteria and to select the award recipients for all such awards and trophies.

The Honours and Awards Committee shall also be responsible for advising the Board on matters and nominations relating to community, LSV, SLSA, RLSSA and ILS awards. The Honours and Awards Committee shall, prior to the submission of any nominations for community, LSV, SLSA, RLSSA and ILS awards, submit their advice and/or recommendations to the President who may endorse the recommendations without further reference, or refer them to the Board for consideration and/or endorsement.

### **3.5.2.2 Duties**

- Manage nominations and selection for club awards and trophies.
- Recommend nominees for external awards to the Board or President.
- Maintain an accurate record of honours and awards.

### **3.5.2.3 Membership**

- Chaired by a member appointed by the Board.
- No Board members shall serve as general members of the Committee.
- It shall include not less than three other members.
- The President may serve as an ex officio member or designate another Director.

### **3.5.2.4 Reports To**

Board

### **3.5.2.5 Meetings**

The Committee shall meet as required but no fewer than twice annually. Minutes of such meetings shall record decisions of the committee, and the Chair shall report regularly to the Board.

## **3.5.3 Clubhouse Committee**

### **3.5.3.1 Role**

The Club Committee oversees the club's facilities and associated activities.

### **3.5.3.2 Duties**

- Manage building maintenance.
- Oversee facility hire operations.
- Manage access controls and bar operations.
- Coordinate member engagement events, and initiatives to ensure the club house is meeting the need for the membership.
- Develop, maintain and implement the strategic plan for the clubhouse.

### **3.5.3.3 Membership**

- Chaired by a member appointed by the Board.
- Includes members with expertise in facilities management and operations.
- The President may serve as an ex officio member or designate another Director.
- Building Manager may attend as an ex officio.

### **3.5.434 Reports To**

Board

### **3.5.3.5 Meetings**

The Committee shall meet as required but no fewer than twice annually. Minutes of such meetings shall records decisions of the committee, and the Chair shall report regularly to the Board.

#### **3.5.4 Nipper Committee**

##### **3.5.4.1 Role**

In partnership with the Nipper Manager, the Nippers Committee oversees junior member programs and activities.

##### **3.5.4.2 Duties**

- Manage and organise the Nipper program.
- Plan and execute social activities for Nippers.
- Manage Nipper competition activities.

##### **3.5.4.3 Membership**

- Chaired by a member appointed by the Board.
- The Director holding the Leadership and Junior Activities portfolio and the Nippers Manager, they may attend as an ex officio.
- Includes members involved in junior programs and development.

##### **3.5.4.4 Reports To**

Board

##### **3.5.4.5 Meetings**

The Committee shall meet as required but no fewer than twice annually. Minutes of such meetings shall records decisions of the committee, and the Chair shall report regularly to the Board

#### **3.5.5 Finance and Audit Committee**

##### **3.5.5.1 Role**

The Finance and Audit Committee ensures sound financial oversight and management.

##### **3.5.5.2 Duties**

- Develop and monitor the club's budget.
- Provide financial reports and recommendations to the Board.

##### **3.5.5.3 Membership**

- Chaired by a member appointed by the Board.
- Includes members with financial, accounting, risk, audit or assurance expertise.
- The Treasurer shall be an ex official member.

##### **3.5.5.4 Reports To**

Board

##### **3.5.5.5 Meetings**

The Committee shall meet as required but no fewer than twice annually. Minutes of such meetings shall records decisions of the committee, and the Chair shall report regularly to the Board.

### **3.5.6 Lifesaving Operations Committee**

#### **3.5.6.1 Role**

The Lifesaving Operations Committee oversees all operational and training aspects of lifesaving.

#### **3.5.6.2 Duties**

- Coordinate patrol operations.
- Coordinate lifesaving training programs.
- Ensure compliance with LSV/SLSA SOPs, Policies and other standards as required.

#### **3.5.6.3 Membership**

- Chaired by a member appointed by the Board.
- Includes members involved in lifesaving and training activities.
- The following appointed officers shall be members:
  - Club Captain
  - Chief Instructor
  - Patrol Manager
  - Powercraft Manager

#### **3.5.6.4 Reports To**

Board

#### **3.5.6.5 Meetings**

The Committee shall meet as required but no fewer than twice annually. Minutes of such meetings shall records decisions of the committee, and the Chair shall report regularly to the Board.

### **3.5.7 Marketing Committee**

#### **3.5.7.1 Role**

The Marketing Committee will oversee and manage the Social, Media, Marketing, and Sponsorship for the Club.

#### **3.5.7.2 Duties**

- Coordinate the posing of events and achievements to social media platforms.
- Develop a social media plan in conjunction with Club events and activities.
- Market the Club and activities to promote membership and sponsorship opportunities.
- Work with the Webmaster to update the website in line with promotion of the Club.
- Seek sponsorship for club events
- Manage the stakeholder engagement of external parties associated with the Club.

#### **3.5.7.3 Membership**

- Members with a background in, or experience with, social media, marketing, advertising or sponsorship.

#### **3.5.7.4 Reports To**

Board

#### **3.5.7.5 Meetings**

The Committee shall meet as required but no fewer than twice annually. Minutes of such meetings shall records decisions of the committee, and the Chair shall report regularly to the Board.

### **3.5.8 Port to Park Committee**

#### **3.5.8.1 Role**

In partnership with the Port to Park Swim Coordinator, the Port to Park Committee will be responsible for the running of the annual Port to Park Swim.

#### **3.5.8.2 Duties**

- Coordinate the online entries for the swim.
- Work with the Marketing Committee to develop a social media plan to promote the swim.
- Work with the Lifesaving Operations Committee to organise water safety for the swim.
- Work with the Marketing Committee to seek sponsorship and prizes for the swim.

#### **3.5.8.3 Membership**

- Chaired by the Port to Park Swim Coordinator.
- Includes no less than two other members.

#### **3.5.8.4 Reports To**

Board

#### **3.5.8.5 Meetings**

The Committee shall meet as required but no fewer than twice annually. Minutes of such meetings shall records decisions of the committee, and the Chair shall report regularly to the Board.

### **3.6 Delegate to Life Saving Victoria and delegates to LSV Councils**

3.6.1 Pursuant to Rule 18.5, the Board has resolved that it will appoint President to attend general and other meetings of Life Saving Victoria and if the President is unavailable, the Board authorises the President to appoint another Director in their place for such time as the President is unavailable.

3.6.2 Unless the Board determines otherwise, it shall appoint the President to be the club's delegate to LSV's Council of Life Saving Clubs. The Board shall, unless it considers necessary to do otherwise, appoint the relevant portfolio directors (Sport and Leadership and Junior Activities) to be the delegates to the respective councils (Aquatic Sports Council and Membership and Leadership Development Council) and the Club Captain or another suitably experienced director to the Lifesaving Operations Council.

### **3.7 Appointed Officers may be invited to Board meetings**

The President may invite selected appointed officers to attend selected Board meetings as observers to assist the Board with advice on operational matters or as part of budget

planning, operational reviews, succession planning and for the personal development benefit of appointed officers.

## **4. FINANCE**

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### **4.1 Budget**

The Board shall adopt a budget for each financial year.

### **4.2 Expenditure of club funds**

Other than expenditure approved by the Board, club funds may be expended in accordance with financial delegations by signatories of the club.

### **4.3 Signatories**

- 4.3.1 The Board is responsible for appointing and removing signatories to the Club's accounts. The signatories must include the President, the Treasurer and at least one other director.
- 4.3.2 The Treasurer shall ensure that the club's bank accounts require two signatories to release funds.
- 4.3.3 Where the Board employs or contracts a Bookkeeper, the Board may authorise that person to also be a signatory.
- 4.3.4 The Treasurer shall ensure only current Directors or employees or contractors are signatories.

### **4.4 Financial delegations**

The following financial delegations apply to expenditure other than expenditure approved by the Board:

#### **4.4.1 Expenditure within budget**

President and Treasurer jointly	\$2,000
President	\$500
Treasurer	\$500
Club Captain	\$500
Director – Leadership and Junior Activities	\$500

#### **4.4.2 Unbudgeted expenditure**

President and Treasurer jointly	\$1,000
President	\$500
Treasurer	\$250

- 4.4.3 The President and Treasurer are also each authorised to approve any ordinary utility bill for the provision of electricity, gas or water to the club up to \$2,000.
- 4.4.4 Any unbudgeted expenditure must be reported to the Treasurer without delay who shall ensure such expenditure is reported to at next Board meeting.

### **4.5 Splitting of purchases**

The practice of splitting purchases to circumvent expenditure authority delegations is expressly prohibited.

#### 4.6 Debit cards

Any debit cards issued by the club to a member remain subject to financial delegations.

### 5. THE CLUBHOUSE

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#### 5.1 Access

The Club is committed to ensuring the safety of all members and the security of its clubhouse and assets and the electronic access system and security cameras operating in the clubhouse are designed to ensure auditable and efficient access to authorised club members.

Active members, Nipper Parents (who are members under a family subscription) and members who are Directors or appointed officers (within the meaning of By Law 3.4) may apply for an access device, either a key tag fob or a wristband. Each fob and wristband have a unique identification number.

External Users or Guests who hire the Club may be granted access by the Clubhouse Manager.

The access categories and conditions are as follows:

Access device category	Conditions and permitted access times
Active member aged 15+ (Active, Reserve Active, Award)	a. Access from 6am to 9pm 7 days a week b. Access to all doors excluding office, kitchen and fishbowl
Active member aged 13 & 14 (SRC holders aged 13 or 14)	a. Access from 7am to 7pm 7 days a week b. Access on all patrolling days to enable entry and exist the clubhouse. c. Access on all club training days including Junior Activities sessions. d. Access to all doors excluding office, kitchen and fishbowl. <i>Note: Must be supervised by an approved club member when accessing the club outside of training or patrol hours.</i>
Nipper Parent / Associate / General	a. Access from 6am to 8pm 7 days a week b. Access to foyer doors and change rooms c. Access to gear shed during patrol hours only
Swimming Seahorse Member	a. Access from 6am to 8pm 7 days a week b. Access to foyer doors and change rooms
Director / Appointed Officer	a. 24/7 access b. Access to all doors
Employee / Contractor	As determined by the Board.
External user	Conditions and access date(s) and times as determined by Board or Clubhouse Manager.

#### 5.2 Requirements for those applying for access

A member wishing to apply for access must:

- (a) Be a financial member;
- (b) If aged 18 years or over, hold a current and valid Working With Children Check with the Club registered as one of the organisations;
- (c) Have completed a Clubhouse Induction (for new applicants); and

- (d) Paid for a key tag fob or wristband

### **5.3 Lost or damaged fobs**

Members are required to report lost or damaged key tag fobs or wristbands to the Clubhouse Manager.

### **5.4 Prohibited hire events**

The Clubhouse shall not be hired out for 18<sup>th</sup> or 21<sup>st</sup> birthday parties of non-members and shall not be hired out for Bucks parties or Hens parties.

### **5.5 Storage of personal skis and boards**

The storage of personal (non-club owned) skis, boards and similar personal watercraft items within the Clubhouse is prohibited unless expressly authorised by the Board in writing and upon the payment of any fee that the Board may determine for this purpose from time to time.

Approval for storage of personal watercraft shall be granted for up to 12 months, but members must seek approval annually at the time they renew their membership.

Where a member stores personal watercraft at the club, they do so at their own risk and acknowledge that the club bears no responsibility for the equipment.

### **5.6 Clubhouse induction**

This will include:

- An overview of the areas they will have access to based on their access category;
- The need to ensure all doors are kept closed at all times, with the exception of during Nipper sessions and club events;
- The fob is for their use only and must not be provided to, or used by, any other person.

### **5.7 Lockers**

The Locker Policy governs the allocation and use of lockers.

## **6. VEHICLES**

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### **6.1 Authority**

Vehicles, including ATV and 4WD, must be operated in accordance with the laws of the state of Victoria at all times and in compliance with policies and standard operating procedures issued by SLSA and LSV. Any member operating a vehicle must do so with appropriate approval and authorisation and must, at all times, do so in a vigilant and safe manner.

### **6.2 Use of vehicles during patrols**

Vehicles can be used during patrols with the approval of:

- (a) The Patrol Captain

### **6.3 Use of vehicles outside of patrols**

Vehicles can only be used outside of patrols with the approval of:

- (a) The Board
- (b) The President
- (c) The Club Captain

- (d) The Nipper Manager
- (e) The Powercraft Manager

## 7. SUPPORTING OUR ATHLETES AND TEAMS

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SMLSC is committed to supporting its athletes, team managers, coaches, and officials.

### 7.1 Scope

The Board has established this By-Law in place of an Athletes and Teams Financial Support Policy.

### 7.2 Members who can be supported

**7.2.1** Club members in any of the following categories may be provided direct or indirect financial support:

- (a) Athletes who are competing and representing SMLSC;
- (b) Team Managers managing an SMLSC team;
- (c) Coaches coaching an SMLSC team;
- (d) Officials who have previously assisted the club by serving as officials and contributing to the club's required quota for the provision of officials; and
- (e) Any other club representative the Board may determine appropriate and/or necessary to attend and represent the Club in an official capacity, or who the Board appoints to assist in the supervision and care of underage club members.

**7.2.2** Only members who hold a Working With Children Check can receive financial support.

### 7.3 Events for which members can be supported

**7.3.1** Club members attending an event in a capacity set out in 7.2 may be provided financial support for any of the following events:

- (a) Life Saving Victoria State Championships (Junior, Master, Senior);
- (b) Life Saving Victoria Inflatable Rescue Boat Championships.
- (c) Life Saving Victoria Pool Championships (Junior, Senior);
- (d) Surf Life Saving Australia Australian Championships (Juniors, Masters, Opens);
- (e) Surf Life Saving Australia Inflatable Rescue Boat Championships;
- (f) Surf Life Saving Australia Australian Pool Rescue Championships;
- (g) Royal Life Saving Society Australia National Pool Championships;
- (h) International Life Saving Championships.

**7.3.2** In addition to 7.3.1, the Board may approve the club meeting the registration and entry fees for members and/or teams representing SMLSC at any of the following events:

- (a) Any carnival or event organised by or conducted by, or on behalf of, Life Saving Victoria; and
- (b) Any carnival or event organised by or conducted by, or on behalf of, Surf Life Saving Australia.

**7.3.3** The Board may, at its absolute discretion provide funding to assist SMLSC members competing at the International Life Saving Federation Lifesaving World Championships.

### 7.4 Type of support

**7.4.1** The Board, at its absolute discretion, can provide support in the following forms:

- (a) Financial support to a member attending an event in a capacity set out in 7.2; and
- (b) Financial support to a team.

### **7.5 Financial support to a member**

Financial support to a member attending an event in a capacity set out in 7.2 may include, but is not limited to:

- (a) Payment of entry fees; and/or
- (b) Provision of funds to assist the member meet the costs of travel and accommodation.

### **7.6 Financial support to a team**

Financial support to a team may include, but is not limited to:

- (a) Payment of entry fees; and/or
- (b) Provision of funds to assist the team meet the costs of travel and accommodation; and/or
- (c) The direct payment by the club to transport or accommodation providers to meet the cost of travel and/or accommodation for the team.

Where financial support is provided to a team, unless the Board determines otherwise, the members of that team shall determine how to apply and/or spend the funds provided by the club.

### **7.7 Factors to be considered**

In considering requests for support, the Board will consider:

- (a) The budget and availability of funds for the purpose of supporting individuals and/or teams;
- (b) The level of commitment of those seeking support to club operations, including patrol hours and positions held;
- (c) The amount of fundraising undertaken and the quantum of that fundraising;
- (d) Previous performance and commitment to training.

## **8. GRIEVANCE, JUDICIAL AND DISCIPLINE**

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Pursuant to Rule 12(a), SMLSC adopts the Grievances, Judicial and Discipline Regulations of SLSA as amended from time to time.

## **9. WALL OF FAME**

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**9.1** The Club's Wall of Fame recognises significant achievement in lifesaving competition and shall aim to include one framed photo and citation of:

- (a) Members who, while competing for the club as individuals or as a team, won a national-level or world-level Gold, Silver or Bronze championship medal, for an event conducted as part of any of the following championships:
  - (i) SLSA Australian Championships (Open, Masters and Youth)
  - (ii) SLSA National IRB Championships (Open and Masters)
  - (iii) SLSA Australian Pool Rescue Championships
  - (iv) RLSSA National Open Water Championships
  - (v) RLSSA Australian Pool Lifesaving Championship
  - (vi) ILS World Lifesaving Championships (Open and Masters)
- (b) Any member who, as a member of the club, competes as a registered competitor in the SLSA Nutri-Grain Ironman or Ironwoman Series will also have their photo included in the Wall of Fame.

**9.2** Where a member or the same team of members wins more than one medal at the same championships as provided at 9.1(a) in the same year, only one frame shall be included in the Wall of Fame, but the citation shall record each medal won by that member or by that team.