



**MOUNT MARTHA**  
Life Saving Club

# **Mount Martha Life Saving Club**

## **By-Laws and Policies**

**Version 3.0 – April 2026**

Note that these By-Laws are regularly updated.

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## GENERAL

### 1.1 Authority

The By-Laws of Mount Martha Life Saving Club (MMLSC) are enacted in accordance with the MMLSC Constitution, Rule 35.

### 1.2 Policies

- a) The MMLSC Executive Committee of Management shall develop Policies, or approve Policies as developed for the effective and consistent operation of MMLSC.
- b) MMLSC shall also subscribe to the policies of Life Saving Victoria (LSV) and Surf Life Saving Australia (SLSA) as appropriate. Where National policies are amended or are not adopted, this shall be clearly identified.

(Last reviewed: June 2024)

## 2 MEMBERSHIP AND AFFILIATION

### 2.1 Membership and Affiliation

#### 2.1.1 Restriction on Membership

In relation to membership restriction the following shall apply:-

- a) A suspended or expelled member of MMLSC shall not knowingly apply to join another Life Saving Club or Associate Member nor shall MMLSC knowingly admit, accept or retain in membership any past or present member of any other club who is indebted to in any way, or is currently suspended or expelled from any club.
- b) MMLSC shall immediately provide LSV with the names and addresses of members who have been expelled or had their membership suspended (for a minimum of 3 months) and such information, including the period of suspension, shall be set out in a register provided for that purpose. Upon receipt of such information, LSV shall notify all other Life Saving Clubs and Associate Members of the addition to the register.
- c) Should a member of more than one Life Saving Club be suspended or expelled by any club they shall not be allowed to compete in competition for any other club of which they are a member or in any other club competition or in any other LSV or SLSA competition, while under suspension or expulsion.
- d) Any dispute/s shall be referred to Life Saving Victoria.

(Last reviewed: June 2024)

#### 2.1.2 Member Protection

- a) The Club is committed to the health, safety and wellbeing of all members, and shall use its best endeavours to ensure a safe environment exists for all members participating in surf life saving activities.
- b) The Club shall not condone any form of discrimination, harassment or abuse of, or by, members.

- c) All members shall abide by the relevant LSV and SLSA policies with respect to Member Protection, Equality and Harassment, and the Codes of Conduct as determined from time to time.
- d) All members over the age of 18 years must hold a current Victorian Working with Children Card and have MMLSC and LSV nominated as a volunteer organisation.
- e) All members shall immediately report any suspected breaches of LSV and SLSA Membership Protection or Equality Policies or Codes of Conduct to the appropriate authority within their Club or Branch, or to LSV. The Committee shall, in accordance with Association policies and procedures, determine the most appropriate method of dealing with such reports.

(Last reviewed: June 2024)

## **2.2 Life Member Nomination**

### **2.2.1 Mount Martha Life Saving Club Life Membership Policy**

#### **RATIONALE**

Life Membership at MMLSC can be awarded to acknowledge those members who have made a significant contribution to the betterment of the club over a 15 or more-year period.

#### **IMPLEMENTATION**

##### CRITERIA

The decision to award membership shall be assessed on the member's contribution to such areas as training, patrolling, administration, competition, engagement with the community both within and beyond the club over a 15 or more year period.

The prospective candidate should be a leader, innovator and role model, adhering strongly to the club's code of conduct and respectful of the club's history and culture.

They will be perceived as having a level of experience and wisdom around club activities.

Their service should be voluntary, embracing and enhancing the club's culture of acceptance, inclusivity and healthy living.

The prospective candidate must be a financial member of the club.

The club membership knows that the club values these members

##### PROCESS

1. Life membership selection committee is formed annually
  - a. Life members to nominate 3 Life members
  - b. Executive committee to nominate a member of the executive
  - c. This Selection Committee then nominates a chair
2. Selection committee meets
3. Reviews potential candidates per criteria
4. Call for nominations from all members
  - a. Nomination forms and process is available to all members
  - b. Nomination forms require a Nominator, Seconder and endorsement by a current Life member.
  - c. Nomination forms will have sections to provide evidence against the criteria.

- d. Nomination forms submitted to the Selection Committee.
5. Selection committee reviews nominations against criteria as per #3
6. Recommendation/s are then made by the selection committee and forwarded to the Executive Committee for ratification.
7. The Life Membership is presented at the club Thank you- Awards night.

### **SOME CONSIDERATIONS**

- Life membership is not necessarily awarded each year
- Nomination does not guarantee award
- This policy is to be reviewed every 3 years - 2027

### **2.2.2 How to compile your nomination**

Your nomination must consist of a 400 word (or less) overview of the nomination plus the listing of the nominee's achievements as detailed below:

- a) Outline in 400 words or less, why the nominee should be awarded MMLSC Life Membership.
- b) List in point form from the following where relevant (and any other matters):
  - a. The nominee's sustained and positive service to lifesaving at MMLSC;
  - b. The nominee's personal achievements that have impacted on MMLSC from their service to either State, National or International levels if any;
  - c. The nominee's volunteer roles held at MMLSC, State, National or International level in any area of lifesaving;
  - d. The nominee's club membership history, awards held, honours/qualifications gained.

Background notes:

- i) Testimonials are welcomed to support the nominee's achievements (awards, citations, Annual Reports)
- ii) Should the nominee hold membership with more than one club, how has this assisted their service to MMLSC?
- iii) All nominations will be given due diligence by the Life Member Selection Committee made up of 3 life members (nominated by current life members) and an Executive Committee member nominated by the Executive Committee. The Life Member Selection Committee's decision is considered final.

(Last updated: April 2025)

## **2.3 Child Safety Policy**

This child safety policy was approved by the Mount Martha LSC Committee. This policy was written to demonstrate the strong commitment of the Committee, Volunteers and Subcontractor's staff to Child Safety and to provide an outline of the policies and practices we have developed to keep everyone safe from any harm, including abuse.

**Creating an Organisational Culture of Child Safety**

Child and Young People’s safety is the number one priority at MMLSC. We endeavour to ensure this awareness is embedded and implemented within our club culture, at all levels, through committee meetings, ongoing training, constructive leadership, knowledge of MMLSC Code of Conduct, practices, resources and communication.

**Commitment to Child Safety**

All children who come to MMLSC have a right to feel and be safe. The welfare of the children in our care will always be our first priority. We aim to create a child safe and child friendly environment enabling children to focus on their activities and having fun. This policy was developed in collaboration with all our volunteers, subcontractor’s staff and the children who use our services and their parents. It applies to all volunteers, subcontractor’s staff, children and individuals involved in the organisation.

**Children’s Rights to Safety and Participation**

MMLSC volunteers and subcontractor’s staff encourage children to express their views and listen to their suggestions, especially on matters that directly affect children. We actively encourage all children who use our services to ‘have a say’ about those things that are important to them. We value diversity and do not tolerate any discriminatory practices. We teach children about what they can do if they feel unsafe. We listen to and act on any concerns children, or their parents may raise with us.

**Engagement of Volunteers and Staff**

MMLSC applies the best practice standards in the recruitment and screening of volunteers and subcontractor’s staff. As per Life Saving Victoria’s policy, we ask all members, 18 years and over, to provide a valid Working with Children Check.

**Support for Volunteers and Staff**

MMLSC seeks to attract and retain the best volunteers and subcontractor’s staff. We provide support and supervision so people feel valued, respected and fairly treated. We have developed a Code of Conduct that sets out the clear expectations MMLSC has of all its Volunteers, Members and Visitors.

**Reporting a Child Safety Concern**

MMLSC has appointed delegates as Wellbeing Officers with specific responsibility for responding to any complaints made by volunteers, subcontractors, staff, parents or children. Some of the key risks to children in an organisational setting are outlined below. Volunteers, subcontractor’s staff, parents or children who recognise any of these risks, should report them to the MMLSC President or Wellbeing Officer.

Risks to Children	
Unintentional/Accidental Harm	Physical Abuse
<ul style="list-style-type: none"> <li>● Poor physical environment leading to injury</li> <li>● Poor supervision</li> <li>● High-risk activity</li> <li>● Lack of risk mitigation strategies in place</li> </ul>	<ul style="list-style-type: none"> <li>● Physical punishment</li> <li>● Pushing, shoving</li> <li>● Punching, slapping, biting, kicking</li> <li>● Throwing sand, especially in the face</li> </ul>
Psychological Abuse	Cultural Abuse

<ul style="list-style-type: none"> <li>• Bullying</li> <li>• Threatening language</li> <li>• Shaming</li> <li>• Intentional ignoring and isolating (either face-to-face, online or via other technology)</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of cultural respect</li> <li>• Racial or cultural vilification or discrimination</li> <li>• Lack of support to enable a child to be aware of and express their cultural identity</li> </ul>
<b>Neglect</b>	<b>Sexual Abuse</b>
<ul style="list-style-type: none"> <li>• Lack of supervision</li> <li>• Not providing adequate nourishment</li> <li>• Not providing adequate clothing or shelter</li> <li>• Not meeting the specific physical or cognitive needs of children</li> </ul>	<ul style="list-style-type: none"> <li>• Sexual abuse, assault and exploitation</li> <li>• Grooming</li> <li>• Inappropriate touching</li> <li>• Inappropriate conversations of a sexual nature (either face-to-face, online or via other technology)</li> <li>• Crossing professional boundaries</li> </ul>

(Last reviewed: June 2024)

## **2.4 Codes of Conduct**

All members, Officers and staff shall comply with the following Codes of Conduct –

a) Individual members shall -

- i. Respect the rights, dignity and worth of others
- ii. Be fair, equitable, considerate and honest in all dealings with others;
- iii. Be aware of, and maintain an uncompromising adherence to, SLSA standards, rules, regulations and policies;
- iv. Be professional in, and accept responsibility for actions;
- v. Make a commitment to providing quality service;
- vi. Use the facilities and equipment for their proper purposes, and care for and maintain such facilities and equipment correctly.
- vii. Refrain from anything which may abuse, intimidate or harass others;
- viii. Preserve and protect the standing and reputation of the Association;
- ix. Understand the consequences of any breach of SLSA's Member Protection Policy or Codes of Conduct.

b) Team Managers/Age Managers/Assistant Age Managers/Chaperones shall –

- i. Abide by the Code of Conduct for Members;
- ii. Be responsible for the overall welfare and well-being of team members and officials when travelling with a team;
- iii. Maintain a duty of care towards team members and an accountability for the management of the team;

- iv. Have a sound knowledge of SLSA policies, responsibilities (and competition rules where necessary), and ensure that the conduct of the team is in accordance with these policies and guidelines;
  - v. Foster a collaborative approach to the management of the team;
  - vi. Ensure that equal opportunities for participation in lifesaving are made available to all members regardless of ability, race, colour, religion or sex.
  - vii. Be professional in all actions. Language, presentation, manner and punctuality should reflect high standards.
- c) Coaches/Officials shall –
- i. Abide by the Code of Conduct for members;
  - ii. Be responsible for matters concerning the coaching, training, development and competition of surf lifesavers;
  - iii. Maintain a duty of care towards others and an accountability for matters relating to training and competition;
  - iv. Have a sound working knowledge of SLSA policies, rules and regulations, officiating and coaching techniques;
  - v. Ensure that any physical contact with others is:-
    - appropriate to the situation
    - necessary for the person's development
  - vi. Provide a safe environment for training and competition;
  - vii. Ensure that equal opportunities for participation in lifesaving are made available to all members regardless of ability, race, colour, religion or sex.
  - viii. Be professional in all actions. Language, presentation, manner and punctuality should reflect high standards;
  - ix. Be a positive role model for surf lifesavers, LSV and SLSA.
- d) Administrators/Directors/Officers shall -
- i. Abide by the Code of Conduct for members;
  - ii. Be fair, considerate and honest with others;
  - iii. Operate within the rule of SLSA;
  - iv. Be professional in all actions. Language, presentation, manner and punctuality should reflect high standards;
  - v. Resolve conflicts fairly and promptly through established procedures;
  - vi. Maintain strict impartiality;
  - viii. Maintain a safe environment for others;

- ix. Show concern and caution towards others;
  - x. Be a positive role model;
  - xi. Ensure that equal opportunities for participation in lifesaving are made available to all members regardless of ability, race, colour, religion or sex.
- e) Youth Leaders shall -
- i. Abide by the Code of Conduct for members;
  - ii. Recognise the importance of, and encourage the development of members, encompassing camaraderie and teamwork;
  - iii. Treat members with respect and accept the duty of care for the welfare, safety, health and happiness of members and conduct themselves responsibly;
  - iv. Be a role model to all members and conduct themselves in a manner befitting a leader with surf lifesaving;
  - v. Adhere to all Association Policies and ensure that the duty of care to all members is met in these areas;
  - vi. Accept that adults in Surf Lifesaving do not involve themselves in unobserved activities with individual youth members;
  - vii. Realise that physical or verbal abuse, neglect or any other type of abuse, is unacceptable conduct by any member of the Association;
  - viii. Allow members the opportunity and access to gain valuable leadership qualities and skills through lifesaving and surf sports activities;
  - ix. Provide the best possible lifesaving and sporting activities for members with the view to encouraging and promoting long term active participation;
  - x. Be reasonable in demands on members time, energy, enthusiasm and commitment;
  - xi. Ensure young members are involved in planning, leadership, evaluation and decision making processes at various levels within the Association;
  - xii. Ensure that equal opportunities for participation in lifesaving are made available to all members regardless of ability, race, colour, religion or sex.

(Last reviewed: June 2024)

## **2.5 Support for Member Development**

MMLSC understands and appreciates that investment in its leaders, and future leaders, will lead to positive sustainable development of the club. SLSA and LSV offer development courses and camps which MMLSC encourages suitable candidates to attend to develop their skills. The support MMLSC offers per season for these development opportunities is:

LSV Under 13 Development Camp

Support of up to 2 places

LSV Under 15 Leadership Development Camp	Support of up to 2 places
LSV Under 18 Leadership Development Camp	Support of up to 2 places
Advanced Lifesaving Camp	Support of \$250
National Leadership College	Support of 1 successful applicant
Leaders’ Masterclass	Support of 1 successful applicant

(Last reviewed: June 2024)

### **3 ANNUAL SUBSCRIPTIONS**

- a) The annual subscriptions for all categories of membership shall be determined by the Executive.
- b) Life Members and Honorary Members shall be exempt from paying an annual subscription.
- c) A family subscription shall be available to parents and such of their dependent children all residing in the same premises shall be eligible for membership.
- d) A grandparent/s membership must be linked to an active or social family membership.
- e) A member being in arrears of their subscription fee in any one year cannot renew their membership for the following year until such arrears have been paid.
  - i. Any member who fails to pay their subscription by 30th September in any financial year may have their membership terminated.
- f) All members who have paid their annual subscription and have not been suspended, excluded or otherwise shall be entitled to use the Association's facilities.
- g) No member shall be permitted to compete for the Association in any external or internal competition and shall not be permitted to vote at any General Meeting of the Association unless they have paid their annual subscription.
- h) Members joining after 1<sup>st</sup> January will be entitled to a 30% discount of the annual subscription.
- i) Members joining after the AGM will be entitled to join for the remainder of that season and the forthcoming season on payment of the annual subscription for the forthcoming season.

(Last updated: April 2026)

#### **3.1 Starfish Nippers**

MMLSC is committed to ensuring its membership opportunities and activities are open to as many members of the community as possible. MMLSC’s Starfish Nipper program is designed to encourage families with children with disabilities to join the club and participate within our Nippers program.

We understand that Nippers may not suit all children with disabilities and in recognition of this MMLSC has developed a Starfish Nipper membership fee structure;

Year 1	Honorary Membership status. No membership fees.
Year 2 onwards	Normal membership status. Half the applicable (active or social) membership fees for that season.

(Last reviewed: June 2024)

## **4 DISCIPLINE POLICY**

- a) Where a Member has a grievance arising from their involvement in surf lifesaving, whatever that may be, with another such member, officer or employee, and that person considers the grievance warrants investigation and action by the Association that person shall follow the following procedure.

### **4.1 Complaint**

- a) The Member shall contact, either in person, by telephone or in writing, the Club President, and advise that they have a grievance that they wish to discuss. Where a grievance is submitted in writing it should be addressed clearly to the Club President and marked "Private & Confidential".
- b) If the grievance relates to conduct or alleged conduct of the Club President, then the grievance should be submitted to the Secretary, and the Secretary shall follow the procedures outlined below as if he/she were the Club President.
- c) If the grievance relates to conduct or alleged conduct of any Association officer or member of the Disciplinary Committee, then that person shall not be permitted to be involved in deliberations of either the Executive Committee or Disciplinary Committee as those deliberations relate to the matter the subject of the grievance.
- d) The Club President should meet with the Member to discuss the grievance and establish whether the grievance is legitimate, and shall attempt to resolve the matter. If the Club President cannot resolve the matter to the satisfaction of the Member, the Club President should refer the grievance to the Disciplinary Committee.

(Last updated: June 2024)

### **4.2 Role of the Disciplinary Committee**

- a) Every referral to a Disciplinary Committee shall be clear and unambiguous and shall clearly set out the matter(s) required to be investigated or determined by the Disciplinary Committee.
- b) Upon a referral to a Disciplinary Committee the committee Chairman shall, as soon as practicable, convene the Disciplinary Committee to inquire into the referral. This meeting should be within two weeks of the referral.
- c) The Disciplinary Committee shall investigate the grievance as they see fit, subject to ensuring that the principles of Natural Justice and Procedural Fairness are adhered to. These principles consist of the following elements:
- i. The right to a fair hearing: This requires that a Member shall not be penalised by a decision affecting his or her rights or legitimate expectations unless given prior notice of the case against them, a fair opportunity to answer it and the opportunity to present his or her own case. Each person must have the opportunity to present their version of the facts and to make submissions on the relevant principles of the Code of Conduct and the allegations against them.

- ii. The rule against bias: The two main aspects of this rule are that a person adjudicating on a dispute must have no pecuniary or proprietary interest in the outcome of the proceedings and must not reasonably be suspected, or show a real likelihood of bias.
- d) Proceedings of the Disciplinary Committee are to be conducted in private.
- e) The Disciplinary Committee shall have the power to require the attendance of any member at any proceedings before it, subject to ensuring that the member receives at least 7 days notice of attendance. It may interview any person whose knowledge of, or involvement in, the matter the subject of the grievance would assist the Disciplinary Committee in its deliberations.
- f) After duly considering the circumstances of the grievance, the Disciplinary Committee shall report its findings, in writing, to the Executive Committee and may make such recommendations as to a course of action or an appropriate penalty or penalties as it considers appropriate.
- g) The Disciplinary Committee should make a recommendation to the Executive Committee regarding the grievance within 4 weeks of the Disciplinary Committee being convened, unless it is not possible or reasonable to do so in the circumstances. In such a case the Disciplinary Committee shall advise the Executive Committee of the expected date when the recommendation will be made.

(Last reviewed: June 2024)

#### **4.3 Role of the Executive Committee**

- a) The Executive Committee shall consider the findings and recommendations of the Disciplinary Committee and shall impose whatever penalty or penalties, as it considers appropriate.
- b) A finding of the Disciplinary Committee cannot be altered by the Executive Committee, but a resolution passed by a majority of those present and entitled to vote at a meeting of the Executive Committee at which such finding is presented, may refer the matter back to the Disciplinary Committee for the hearing of additional evidence. The grounds for such further reference shall be clearly stated in writing.

(Last reviewed: June 2024)

#### **4.4 Penalties**

- a) Without limiting the scope of penalties that may be imposed, the form a penalty may take includes –
  - i. Reprimand - with the offence being recorded in the books of the penalising body;
  - ii. Suspension - may be applied as a complete or partial suspension of a member's privilege for a definite period of time or until a definite pre-set goal is reached, and partial suspension could well require the member to carry out all or part of their duties in the Club without being able to avail themselves of the normal facilities and privileges of a member. The extent or limit of the penalty must be set by the penalising authority imposing the said penalty, provided that a period of suspension shall not be longer than 3 calendar years from the date of the order.

- iii. Termination - Club membership may be terminated because of the prevailing circumstances, and when the extreme action of expulsion is not warranted; a member whose membership is terminated may re-apply for membership of the Association at some later time.
  - iv. Expulsion from "Club Membership" would be applied only as a response to a very serious offence against the Club, the Association or their principles or ideals.
  - v. Fines - imposed in such amounts as the penalising authority thinks fit
  - vi. Such a combination of any of the above as the penalising authority thinks fit.
  - vii. Such other penalty or penalties as the penalising body thinks fit.
- b) Where an individual Club member is suspended by the Club, he shall forfeit either completely or partially, as may be decided, all privileges as a member of an affiliated Club during the period of their suspension. In the case of complete suspension, a member shall forfeit all rights during the currency of their suspension. Partial suspension shall limit such member's participation in inter-Club or Association activities but shall not interfere with their rights as a Club member.
- c) The decision, any penalty, the reasons for the decision and notice of the Member's appeal rights shall be given to the Member in writing within 7 days and signed by the Club President or if the grievance relates to the Club President, then signed by the Secretary.

(Last updated: June 2024)

#### **4.5 Appeal rights**

- a) The decision of the Management Committee shall be final and appeal can only be made to a General Meeting of the Club.

(Last reviewed: June 2024)

## **5 DIRECTORS**

### **5.1 Executive Committee of Management**

#### **5.1.1 Composition**

The composition of the Executive is set out in Rule 30.1 of the MMLSC Constitution and comprises:

- a) President;
- b) Secretary;
- c) Treasurer;
- d) Life Saving Operations Manager;
- e) Junior Development Manager;
- f) Surf Sports Manager;
- g) Marketing & Communications Manager;

- h) Events Manager;
- i) People & Culture Manager; and
- j) Public Officer (non voting)

(Last updated: June 2024)

### **5.1.2 Qualities, Skills and Experience**

The following qualities, skills and experience are considered desirable for persons nominated as Directors of MMLSC:

- a) knowledge and understanding of lifesaving in general;
- b) previous experience in organisational work from either private business or community activities;
- c) demonstrated ability to understand a wide scope of community issues, including requirements and objectives of governing not for profit bodies;
- d) management or administration skills, including financial management, and a working knowledge of the requirements of the Corporations Act in the areas of corporate governance and director's duties and responsibilities;
- e) significant professional or commercial background including any specialised areas of expertise (eg commerce, finance, marketing, law or business) that may benefit the Association;
- f) excellent presentation and communication skills;
- g) ability to demonstrate major achievements or contribution in previous roles (either professional or in lifesaving);
- h) ability to work and communicate effectively within the Executive and with external parties;
- i) understanding of strategic planning processes and ability to implement developed procedures;
- j) commitment to the role and the ability to devote sufficient time and energy to the position.

(Last reviewed: June 2024)

### **5.1.3 Induction / Training**

All new Directors will be briefed by the President and the Immediate Past President and will receive a copy of the following items:

- a) MMLSC Organisational chart;
- b) MMLSC Constitution;
- c) MMLSC By-laws / regulations;
- d) MMLSC Policy register;
- e) most recent MMLSC Financial Statements; and
- f) other relevant documents on request

(Last reviewed: June 2024)

### 5.1.4 Director's Duties

Directors of MMLSC must:

- a) be committed to ethical, businesslike and lawful conduct including proper use of authority and appropriate decorum when acting as Directors;
- b) always act in the interests of MMLSC and the Members;
- c) avoid conflicts of interest;
- d) not attempt to exercise individual authority over MMLSC or make decisions outside of their designated scope of authority;
- e) not publicly voice any negative comments or individual opinions relating to the members, staff, fellow Directors or any MMLSC matter or issue;
- f) only speak to the media as requested by the President;
- g) adhere to and support the President in an effort to govern effectively;
- h) respect the confidentiality of sensitive issues or business items under negotiation or discussion;

(Last reviewed: June 2024)

### 5.1.5 Role and Powers of the Executive Committee

- a) It is the role of the Executive to provide leadership that will continue to strengthen the position of MMLSC as a peak aquatic safety organisation in Victoria, specifically in water safety and lifesaving.
- b) Subject to the Corporations Act and the provisions of the MMLSC Constitution, the Executive shall:
  - i. govern the business of lifesaving in Mount Martha Coastal region in accordance with the MMLSC mission and objectives;
  - ii. exercise the powers of MMLSC;
  - iii. be responsible for acting in accordance with the objectives of MMLSC;
  - iv. operate for the benefit of the Members and the community throughout the Mount Martha Coast region;
  - v. determine the major strategic direction for MMLSC;
  - vi. determine By-Laws and policies for MMLSC;
  - vii. review MMLSC's performance in achieving its predetermined aims, objectives and policies; and
  - viii. manage state, interstate and international responsibilities.
- c) The Executive may exercise all the powers of MMLSC, except any power the Corporations Act or the MMLSC Constitution requires MMLSC to exercise in a general meeting of Members.
- d) Specific duties of the Executive shall include:
  - i. responsibility for the appointment and ongoing review of paid employees;

- ii. responsible for financial management, budget development and prudent investment;
- iii. liaison with Government departments and allied organisations,
- iv. asset acquisition, maintenance and disposal;
- v. ensuring that an Annual Report on the affairs of MMLSC is prepared and submitted for adoption at each Annual General Meeting;
- vi. manage communications with Councils, committees, Members and other stakeholders;
- vii. manage risk by developing an understanding of the nature of risks which might prevent the Club from achieving its objectives; and
- viii. ensure compliance with policies, laws and regulations.

(Last reviewed: June 2024)

### **5.1.6 Governing Style**

The Executive will govern the affairs of MMLSC with an emphasis on:

- a) strategy and policy which will be advantageous to the interests of MMLSC as a whole;
- b) anticipating and planning for change;
- c) objectivity;
- d) consultation and collaboration with stakeholders;
- e) strategic leadership;
- f) clear distinction and differentiation of its role and that of the MMLSC management;
- g) collective decision making rather than individual;
- h) focus on the future direction of MMLSC;
- i) being proactive rather than reactive;
- j) recognising the expertise and know-how of the members in their respective disciplines.

(Last reviewed: June 2024)

### **5.1.7 Executive Meetings**

- a) The Executive will meet at least eight times per annum at such venues and times which may be determined by the Executive from time to time.
- b) A quorum for meetings of the Executive shall be a majority of the Directors.

(Last reviewed: June 2024)

## **5.2 Directors' Obligations**

### **5.2.1 Legal**

This section outlines the key legal duties and obligations of Directors.

Directors owe certain duties to MMLSC and its members. The duties require Directors to act competently, honestly, in good faith and in what they consider to be the best interests of MMLSC. The duty statement covers both common law duties (those duties imposed by the courts) and the duties imposed on Directors of companies under the Corporations Act. It is not an exhaustive summary of a Director's legal obligations, but it does summarise some of the key obligations imposed on directors of companies.

Directors are required to understand the needs of MMLSC and their legal responsibilities as Directors. Certain duties apply to a Director in every aspect of MMLSC and to every transaction MMLSC enters into. Directors are regarded as owing a fiduciary duty to MMLSC. This means that a Director has special obligations to MMLSC because they occupy a position of trust. As a result of the fiduciary relationship between the Director and MMLSC, the Director is bound to exercise their rights and powers in good faith and for the benefit of MMLSC. In very broad terms, the principle statutory and common law duties imposed upon Directors may be summarised as follows:

- a) To act honestly and in good faith in the interests of MMLSC as a whole;
- b) To exercise the degree of care, skill and diligence that a reasonable person in a like position would exercise in MMLSC's circumstances;
- c) To exercise powers granted honestly and for the purposes for which they were conferred and not for collateral purposes;
- d) To avoid any actual or potential conflict between the obligations owed to MMLSC and a Director's personal interests or other duties;
- e) To keep confidential information obtained confidential, and not to disclose an advantage or business opportunities acquired, in the course of office;
- f) To prevent insolvent trading by MMLSC.

(Last reviewed: June 2024)

## **5.2.2 General Duties of Good Faith and Care**

- a) Duty of Good Faith and Honesty

Directors are given broad discretion to govern MMLSC's business under the Constitution of MMLSC. The duty of good faith applies to all discretions and decisions of Directors. The duty of good faith and honesty arises at common law partly (as with most of the other common law duties of Directors) because Directors are regarded as being in a position of trust with respect to MMLSC. In this context, the duty of honesty is equivalent to the duty to act for a proper purpose. If a Director's purpose is misguided or improper, the Director will breach the duty even though there is no question of personal gain or dishonesty in the generally understood sense. Accordingly, a Director can be dishonest without being fraudulent. Principally, therefore, this duty requires Directors to consider the interests of the members of MMLSC as a whole. This may involve considering whether the short term or long term interest of members should be paramount. In circumstances of insolvency or near insolvency, the duty to act in the best interests of members is overridden by a duty to act in the best interests of creditors.

- b) Duty to Act for a Proper Purpose (and not for a collateral purpose)

Since Directors of MMLSC are fiduciary agents, powers given to Directors may only be exercised for the purposes for which they are given. In particular, those powers may not be exercised in order for the Directors to obtain a private advantage. Whether a particular act by Directors as fiduciaries, is a bona fide exercise of their power for the benefit of MMLSC as a whole is generally determined by ascertaining the substantial motivating purpose for which the power is exercised and then by determining whether that purpose was proper or not.

c) **Duty of Care, Skill and Diligence**

The duty of care, skill and diligence is a subjective duty, so that essentially recklessness was (and possibly still is) required to amount to a breach. That is, to breach the duty, a Director must be reckless in exercising their office. Proper performance of the duties of a Director will be dictated by all the surrounding circumstances including the type of organisation, the size and nature of its enterprise, the composition of the governing body and the distribution of its work between the Directors and other officers. The following are some of the broad principles which are relevant in the determination of whether a Director has fulfilled their duty of care, skill and diligence to MMLSC. Although the list is not exhaustive, the common law requires that Directors at least:

- i. Take reasonable steps to place themselves in a position to guard and monitor the management of MMLSC;
- ii. Acquire a working knowledge of the fundamentals of the business of MMLSC;
- iii. Keep informed about the activities of MMLSC and assess the safety and properness of the business practices of management;
- iv. Generally monitor MMLSC affairs and policies, although a detailed inspection of day to day activities need not be undertaken;
- v. Maintain a familiarity of the financial status of MMLSC by regularly reviewing the financial statements;
- vi. Make enquiry into matters revealed by the financial statements which call for enquiry.

Although this provision does not expressly distinguish the respective positions of executive and non-executive directors, it is considered that regard will be had to the special background, qualifications and management responsibilities of a particular director in determining whether the director has complied with the statutory duties. The standard of care for a particular Director may increase where a person is appointed to the Executive because of particular skills.

(Last updated: June 2024)

### **5.2.3 Duties and Obligations Relating to Conflict of Interest**

a) **Duty to avoid conflict and to disclose interests**

Neither a Director nor responsible officer should allow a conflict of interest to compromise their position at MMLSC. A Directors' "personal" interests (for example, a shareholding or position in another company) or other duties (for example, being a Committee member of LSV) and their duty to MMLSC must not be brought into conflict. This overlaps with the duty to act in good faith and for a proper purpose. Categories of situations which give rise to conflicts of interest are:

i. Directors or officers taking advantage of opportunity

The general rule is that a Director must not use their position to make a profit. If they do, then they must account to MMLSC for the profit made.

ii. Directors taking advantage of an opportunity where MMLSC is unable

A Director has an obligation not to profit personally from their position as a Director, and not to allow a conflict to arise between their duty as a Director and their own self interest. A Director is disqualified from usurping for their own benefit or for the benefit of others, a maturing business opportunity which MMLSC is actively pursuing. A Directors' liability to account to MMLSC is not unlimited and depends upon the facts of the case. It is a defence that the profits or advantage were made with the informed consent of MMLSC.

b) Confidential Information

Directors need to acknowledge that from time to time, information will be provided to them which will be considered to be "confidential". "Confidential information" is any information:

- i. Determined by the Executive, and so declared by marking "confidential" or by statement agreed by the Executive at the time of declaration; or
- ii. Which may be reasonably considered by the Executive to be commercially or otherwise sensitive or likely to be so to the Executive?

Directors have a duty not to make unauthorised disclosure or use of MMLSC information and a duty not to disclose or exploit confidential information, such as commercially or price sensitive information or information which is confidential by virtue of a contractual arrangement.

Information is commercially sensitive where it is of specific value to the group concerned, particularly where its disclosure would allow others to "reap without sowing" or would otherwise be detrimental to MMLSC. In the context of MMLSC, this would involve any information that is of value to MMLSC in the sense that its disclosure might cause damage to MMLSC's reputation, or disclose plans which MMLSC would not want revealed to its competitors or third parties.

Directors should not reveal any discussions or meetings or documents relating to policies or plans in their initial stages without the consent of the other members of the Executive. Practicality and convenience must be taken into account. The Executive should at the very least be informing its members of the major decisions, which it has made and report on the reasons for these decisions.

The Executive is justified in not disclosing all its activities on the basis that in doing so it is acting in the interests of MMLSC, by preventing information which may be detrimental to it from being revealed and potentially distorted.

Directors must remember that they have a duty to act in the interests of MMLSC as a whole, which includes the interests of all members. Directors should support all determinations of the Executive regardless of their support or dissent during the Executive meeting. It is essential that discussions of the Executive are freely entered into. However, it is imperative that beyond the meetings of the Executive all Directors are united in the determination of the Executive. Directors must always be sure that their actions are in the best interests of MMLSC, rather than for political expediency. This may from time to time place a Director in a difficult position, for example if asked to comment by a

member, on a matter which is confidential to MMLSC. The Directors duties to MMLSC must always be upheld despite the relationship which may exist between the Director and the member.

(Last updated: June 2024)

## **5.2.4 Financial**

Regulations require MMLSC to keep financial records for at least seven years that correctly record and explain their transactions and financial position and performance. The financial records must enable true and fair financial statements to be prepared and they must be able to be audited annually.

At the end of the financial year a report which consists of financial statements – profit and loss statement, balance sheet and statement of cash flows, disclosures and notes and the Director’s declaration must be produced as part of statutory duties.

Directors must monitor performance and ensure that the end of financial year responsibility when the Director’s declaration is signed on the resolution of the Executive, is given serious consideration and professional assistance is sought if necessary.

Directors must make sure MMLSC accounting and reporting processes are timely and accurate as well as ensuring that other reporting conditions with government and contractual grants are met. Directors are responsible to the members for the management of the funds of MMLSC and it is important that Directors monitor the Associations financial situation. Financial literacy is a skill that all Directors must have or acquire.

(Last reviewed: June 2024)

## **5.2.5 Budget Procedures**

### **a) Initial Budget**

Each Club Section must prepare an annual draft budget. This draft budget will be reviewed by the Executive and each Club Section will then be provided with a budget allocation.

The detailed annual budget of each Club Section (i.e. with amounts allocated to the various income and expenditure categories) is to be provided to the Treasurer in accordance with the timetable prepared and approved by the Executive. The detailed budget allocation of each Club Section must be finally approved by the Treasurer, and subsequently by the Executive.

### **b) Budget Revisions**

At any time throughout a year, Club sections may make requests to the Executive (based on the delegated authority limits) to reallocate funds between categories in their budget. Circumstances can also arise that necessitate a budget transfer from one Section to another, for example, in the case of urgent repairs to equipment following an accident. Budget transfers across Club Section boundaries require the approval of the Heads of the Sections concerned. Duly approved changes are to be notified to the relative Club Officers. Transfer limits will be as per expenditure limits.

### **c) Specific Items**

A number of expenditure classifications are treated as Specific Items (e.g. equipment leases and licenses and building related expenditure). These items may be included in a Club Section’s budget.

However, before any expenditure is committed, liaison with, and approval, may be required from the Treasurer or the Executive. See **By-law 5.2.6(c)** for details and procedures relating to Specific Items.

d) Sundry Expenditure

When establishing a budget it is common to group a number of smaller items under the one category of “Sundries”. In general this category should not exceed 5% of the total annual budget. When actual expenditure is incurred it should be appropriately classified in accordance with the MMLSC Chart of Accounts.

(Last updated: June 2024)

## **5.2.6 Expenditure**

a) General Principles

It is necessary to ensure that all expenditure incurred by MMLSC relates to the promotion of the objects of MMLSC as set out in the MMLSC Strategic Plan and the following general principles:

i. Accountability

The Directors, elected Committee Members and Non-elected Officers are accountable to the Executive for the monies allocated and available to each section of the Club and have an obligation for ensuring that all monies are efficiently and effectively committed.

ii. Expenditure limits

Other than as provided in these By-Laws, the following expenditure limits are embedded in the MMLSC general ledger and payments system. They are inclusive of GST.

### **Expenditure Over \$200.00**

For either capital purchases (i.e. fixed equipment, skis, motors etc.) or operational and repair expenses (repair to equipment, non-capital purchases such as Nipper T-shirts or supplies from LSV). The proposed expenditure must be discussed with the Treasurer BEFORE committing to the expense and the responsible Directors must approve it.

A Club Purchase Order Form must be obtained from the Club Administrative Officer.

### **Expenditure Under \$200.00**

Any expenditure must be authorised by the responsible Director before being incurred and details scanned to the Treasurer. Details to include:

- Description of expense
- Who the order is placed with
- Price
- Likely timing for payment

iii Ownership of Funds

Subject to terms and conditions of grants where applicable, all funds held in MMLSC accounts belong to MMLSC, irrespective of any claims that individual members may have on these funds in respect of certain programs or projects, and all spending of MMLSC funds must be in line

with these guidelines. All items purchased through MMLSC accounts are the property of MMLSC.

iv. Commitment or Expenditure of MMLSC Funds

All purchasing must be in compliance with MMLSC's purchasing policies. All orders must be on an official MMLSC purchase order form and authorised in accordance with expenditure limits set out in **By-law 5.2.6(a)(ii)**

v. Individual's Expenditure Reimbursement

Expenditure reimbursement cannot be authorised for payment by the payee or the person who incurred the expense. Authorisation in normal circumstances is to be by the responsible Director or the Treasurer. In the case of the Treasurer, authorisation for payment is to be made by the President or another nominated director.

vi. Splitting Purchase Orders

Splitting purchase orders with a view to circumventing authorised expenditure limits is a prohibited practice. Disregard of the ban may result in disciplinary action and/or the suspension of an officer's delegation.

b) General expenditure

Subject to any additional guidelines established by the Executive, Directors have authority to spend monies in line with their budgets (see **By-law 5.2.5(a)**). Further, for any single line item, they may exceed the budget allocation for that item by up to 10%:

- i. provided the increase does not represent more than 5% of the total budget for the Business Unit; and
- ii. subject to the overall availability of funds.

Expenditure beyond these limits will require a budget revision that must be approved and forwarded to the Treasurer.

c) Specific Items of expenditure

Specific provisions apply to committing expenditure on the Specific Items detailed below. In all cases, the limits apply to an individual transaction, not to the overall cost category.

i. Major Building Projects

All requests for expenditure on major building projects must be approved and contracts executed by the Executive.

ii. Minor Building Works, Repairs and Maintenance

The budget allocation limit for minor building works, repairs and maintenance is \$1,100 (including GST). Works costing in excess of this are classified as major building projects.

For expenditure on minor building works up to and including \$1,100 (including GST) normal budget provisions and general expenditure limits set out in **By-law 5.2.6(a)(ii)** apply.

All requests for expenditure on minor building works in excess of \$1,100 (including GST) or which create a permanent change to the physical environment must be approved by the

Executive. The Building Maintenance Coordinator shall be responsible for arranging the timely undertaking of all works and the negotiation and execution of contracts as an authorised representative of MMLSC.

The Executive must approve all repair and maintenance agreements that commit or potentially commit MMLSC to ongoing payments. The Building Maintenance Coordinator shall be responsible for arranging execution of those agreements as an authorised representative of MMLSC.

(Last updated: June 2024)

### 5.3 Executive of Directors and Committee members Code of Ethics

1.	Respect the rights, dignity and worth of fellow Directors	<ul style="list-style-type: none"> <li>● Within the context of a person’s position and responsibilities, treat everyone equally regardless of sex, disability, ethnic origin or religion</li> </ul>
2.	Be fair, considerate and honest.	<ul style="list-style-type: none"> <li>● All Directors are deserving of equal say and attention</li> </ul>
3.	Responsibility of Directors is for the whole organisation.	<ul style="list-style-type: none"> <li>● Directors are elected to provide overall direction and leadership for the club's activities and services.</li> </ul>
4.	Be professional and accept responsibility for your actions.	<ul style="list-style-type: none"> <li>● Directors should attend all Meetings.</li> <li>● Directors should be punctual and should not depart Meetings early</li> <li>● Language, manner, preparation and presentation should display high standards.</li> <li>● Display control, respect, dignity and professionalism.</li> <li>● Encourage fellow Directors to demonstrate the same qualities.</li> </ul>
5.	Make a commitment to have a detailed understanding and knowledge of the entire organisation.	<ul style="list-style-type: none"> <li>● Improve their current knowledge and understanding of MMLSC by reading all relevant documents.</li> <li>● Seek continual improvement through ongoing education and training, whether offered or sought.</li> <li>● Maintain appropriate files.</li> </ul>
6.	Operate within the rules and spirit of LSV and SLSA.	<ul style="list-style-type: none"> <li>● Directors should be familiar with and follow the MMLSC Constitution, By-Laws and Policies</li> </ul>
7.	Confidentiality is critical.	<ul style="list-style-type: none"> <li>● Directors should maintain confidentiality in accordance with adopted Policies.</li> </ul>
8.	Refrain from any form of personal abuse towards fellow Directors	<ul style="list-style-type: none"> <li>● This includes verbal, physical and emotional abuse.</li> </ul>
9.	Refrain from any form of harassment.	<ul style="list-style-type: none"> <li>● This includes sexual and racial harassment, racial vilification and harassment due to disability.</li> </ul>
10.	Declare any potential Conflict of Interest	<ul style="list-style-type: none"> <li>● Directors should declare any and all potential conflicts of Interest(s) in accordance with adopted Policies.</li> </ul>
11.	Expression of Concern.	<ul style="list-style-type: none"> <li>● Any concerns regarding the conduct of the Executive Meetings should be directed without delay to the President</li> <li>● Actions taken by Directors or Committee members should be directed, without delay to the President.</li> </ul>
12.	Other Duties of Directors	<ul style="list-style-type: none"> <li>● To act honestly at all times</li> <li>● Not to make improper use of information for personal advantage</li> <li>● Duty of Care</li> <li>● Directors should exercise a degree of skill and diligence that any ordinary person would expect a Director to take.</li> </ul>

		<ul style="list-style-type: none"><li>• Directors should ensure obligations under the Corporations Act are met.</li></ul>
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(Last updated: June 2021)

#### 5.4 Term of Office of the President

The President shall be elected in accordance with the Constitution annually, and subject to the Constitution, shall hold office from the conclusion of the Annual General Meeting at which they were elected until the conclusion of the next following Annual General Meeting. An individual can be elected to the office of President for a maximum continuous period of 3 years.

(Last reviewed: June 2024)

### 6 COMMITTEES

#### 6.1 Meeting Procedures

##### 6.1.1 General

- a) The Chair of a Committee may, with the consent of the meeting, adjourn it from time to time.
- b) Any person not being a member of a Committee who is permitted by the Chair to attend a meeting of the above groups may not address the meeting except at the invitation of the Chair, and in such case no voting privilege shall be thereby conferred.

(Last updated: June 2021)

##### 6.1.2 Voting at Meetings

- a) Unless otherwise provided in the Rules, every resolution submitted to a meeting of a Committee shall be decided by a show of hands.
- b) Subject to the provisions for the Chair's casting vote, every member present shall have one vote.
- c) At any meeting a declaration by the Chair that a resolution has been carried by a specified majority or lost or not carried by a specified majority, and an entry made to that effect in the minutes of that meeting shall be conclusive evidence of the fact without proof of the number or relative proportion of the votes recorded in favour of or against such resolution.
- d) In the case of an equality of votes, the Chair of a Committee shall have a casting vote in addition to that to which he or she is entitled as a member of that Committee. The equality of votes shall be announced prior to the Chair declaring his casting vote.
- e) At any election conducted by a Committee, the Chair shall announce the outcome of the election.

(Last updated: June 2021)

##### 6.1.3 Agendas and Minutes

- a) Agendas for meetings of a Committee shall be distributed to appropriate members 2 days prior to the Meeting.

- b) Minutes of meetings of a Committee shall be distributed to members of the particular meeting within 14 days of the Meeting at which they were taken.
- c) Minutes of all meetings must be confirmed as correct and signed by the Chair at the next meeting.

(Last updated: June 2021)

#### **6.1.4 Absence from Meetings**

If a member misses three consecutive meetings of a Committee of which they are a member without furnishing a satisfactory reason for such absence, their position may be declared vacant by a two-thirds majority of the persons present at the Committee at which the non-attendance is raised.

(Last updated: June 2021)

#### **6.1.5 Order of Business**

The order of business shall be as set out in the agenda distributed to the members of a Committee prior to the meeting.

(Last updated: June 2021)

#### **6.1.6 Rules of Debate**

- a) The Chair of a Committee shall preside at each meeting of the respective group ensuring that debate on any and every issue is conducted in a fair and consistent manner.
- b) The preferred resolution of debate is by consensus.
- c) On a request of those present, formal debate shall be conducted whereby a motion shall be proposed and seconded with the proposer and seconder allowed to speak first, then those for and against allowed to speak. The proposer shall be permitted the last right to speak on the matter.

(Last updated: June 2021)

### **6.2 Sub Committees**

#### **6.2.1 Role of Sub Committees**

The Sub Committee members are required to:

- a) work within their specified roles and responsibilities as set out in By-Law 7 Club Functional structure;
- b) discuss, debate and submit objective recommendations on issues to the Executive Committee;
- c) assess items that may be referred to them from time to time.

(Last updated: June 2021)

#### **6.2.2 Duties of Sub Committee Members**

Sub Committee members are expected to:

- a) submit recommendations to the Executive;

- b) exercise care to make decisions in the best interests of MMLSC;
- c) avoid conflict of interest;
- d) work within the specified terms of delegation;
- e) interact with key stakeholders and members as required;
- f) report back to the stakeholders at the Executive or General Meetings as required;
- g) evaluate their effectiveness as a Committee.

(Last updated: June 2021)

### **6.2.3 Management Committee Member Limitations**

The Sub Committee reports to the Executive and is accountable for the performance of their duties as a Sub Committee member. A Sub Committee member must work cooperatively with the officers or any MMLSC staff member; No Sub Committee member is authorised to incur expenses or debts on behalf of MMLSC; All Sub Committee members are expected to abide by MMLSC's rules, policies, regulations and directives.

(Last updated: June 2021)

## 7 CLUB FUNCTIONAL STRUCTURE

### 7.1 Committee Structure

Board of Directors and Committee Structure								
<b>President</b>	<b>Secretary</b>	<b>Treasurer</b>	<b>Life Saving Operations Manager</b>	<b>Nipper Coordinator</b>	<b>Surf Sports Manager</b>	<b>Marketing &amp; Communications Manager</b>	<b>Events Manager</b>	<b>People &amp; Culture Manager</b>
Strategic Planning Consultant	Assistant Secretary	Assistant Treasurer	Patrol Captain	Nipper Program Coordinator	Seniors Manager	Website Development	Club Hire Management & Promotion	Diversity & Inclusion Coordinator
Public Officer	OH&S	Sponsorship Coordinator	Chief Instructor	Nipper Competition Coordinator	Surf Boat Captain	Beach Patrol 3934	Bar Coordinator	Child Safety Coordinator
	Membership Coordinator	Grants & Funding Coordinator	First Aid Officer	Carnival Coordinator	Masters Coordinator	Club Historian	MMAD Swim Coordinator	Well Being Officer (female)
	Building Maintenance Coordinator	Merchandise Coordinator	IRB Captain	Starfish Nippers Coordinator	IRB Race Team Coordinator	Club Photographer	Friday Night Dinner Coordinator	Well Being Officer (male)
	IT Coordinator		SSV Captain		Gym Coordinators	Social Media Coordinator	Events Schedule Coordinator	Member Protection Officer
			Radio Captain		Icebergers Coordinators	Marketing Coordinator		Life Membership Coordinators
			Gear Steward (Patrol)		Gear Steward (competition)			Awards & Recognition Coordinator

(Last updated: June 2024)

## 7.2 Position Description – PRESIDENT

### Position title

President

### Responsible to

Club Members

### Responsible for members

Executive Committee

General Committee

Members

### Scope and purpose of position

The club President is the principal leader of the club and has overall responsibility for the club's administration.

### Duties and responsibilities

- The "face" of the club and represent the club at all relevant presidents' conferences and state and national meetings as required
- Overall responsibility for the club's administration
- Responsible for chairing committee meetings and executive committee meetings
- Responsible for calling all executive committee meetings where necessary
- Liaise with all club officers on a regular basis
- Submit an annual report to the Club Administrator on area of management prior to the AGM
- Responsible for reviewing and implementing any directives/policies provided by LSV and its national bodies

(Last updated: June 2021)

## 7.3 Position Description – VICE PRESIDENT

### Position title

Vice-President

### Responsible to

Club President

### Responsible for members

Committee members under your Portfolio

Club members

### Portfolio

MMAD Swim Coordinator

Building Maintenance Coordinator

IT Manager

Sponsorship Coordinator

Website Administrator

Media Liaison

Club Photographer

All Abilities Services

### Scope and purpose of position

The club's Vice-President is there to support the Club President and manage the committee relating to their assigned portfolio.

**Duties and responsibilities**

- Responsible for chairing committee meetings and executive committee meetings when the club president is unavailable
- Liaise with President on a regular basis
- Attend monthly committee meetings and executive committee meetings as directed by the Club President.
- Responsible for managing the outlined Portfolio and liaising with the team. If the situation arises where these positions are unable to be filled, the Vice-President will also be responsible for performing these roles.
- Responsible for reviewing and implementing any directives/policies provided by LSV and its national bodies

(Last updated: June 2021)

**7.4 Position Description – ADMINISTRATION DIRECTOR**

**Position title**

Administration Director

**Responsible to**

Club President

**Responsible for members**

Committee members under your Portfolio      Club members

**Portfolio**

Assistant Secretary	Membership Registrar	Active Membership Coordinator
Well Being Officers x 2	Club Historian	Team App Administrator
Club Administrator (paid)		

**Scope and purpose of position**

The Administration Director has the overall responsibility for the Club's administration services.

**Duties and responsibilities**

- Responsible for managing the outlined Portfolio and liaising with the team. If these positions are unable to be filled, the Administration Director will also be responsible for performing these roles.
- Liaise with Club President on a regular basis
- Prepare, distribute and maintain records of correspondence, agendas, minutes and notices of motions for Club meetings
- Maintain Club Constitution, By-laws and Rules
- Liaise with the Club Administrator on a regular basis.

- Responsible for reviewing and implementing any directives/policies provided by LSV and its national bodies
- Responsible for conducting annual reviews with all MMLSC Employees before the Annual General Meeting in May.

(Last updated: June 2021)

## 7.5 Position Description – TREASURER

### Position title

Treasurer

### Responsible to

Club President

### Responsible for members

Committee members under your Portfolio      Club members

### Portfolio

Assistant Treasurer      Fundraising Coordinator      Bar Manager  
Merchandise Coordinator      Sponsored Merchandise Coordinator      Grants Coordinator  
Club Hire (Private Functions)      Schools Program Coordinator (paid)      Social Coordinator

### Scope and purpose of position

The Treasurer has the overall responsibility for the management and reporting of club finances.

### Duties and responsibilities

- Liaise with Club President on a regular basis
- Attend monthly committee meetings and executive committee meetings as directed by the Club President.
- Responsible for reviewing and implementing any directives/policies provided by LSV and its national bodies in relation to financial management.
- Provide monthly bank statements and reconciliation reports of receipts and expenditure to the club Secretary for submission into monthly reports.
- Maintain records of current income and expenditure.
- Prepare annual financial accounts for auditing and provide the club's auditor with information as required.
- To be the signatory (with other nominated committee of management members) on club bank accounts.
- Responsible for managing the outlined Portfolio and liaising with the team. If the situation arises where these positions are unable to be filled, the Treasurer will also be responsible for performing these roles.
- Prepare a schedule of assets and liabilities of the club when required
- Manage club investment programs where applicable.
- Manage the submission of business activity statements (including GST) with the relevant government authorities.

(Last updated: June 2021)

## 7.6 Position Description – AQUATIC SPORTS DIRECTOR

### Position title

Aquatic Sports Director

### Responsible to

Club President

### Responsible for members

Committee members under your Portfolio

Club members

### Portfolio

Vice Club Captains x 2

Senior Coach

Senior Manager

Masters Coordinator

Icebergers Coordinator

Head Coach

Gear Steward (Competition)

Carnival Coordinator

Gym Coordinator

### Scope and purpose of position

The Aquatic Sports Director is there to manage the committee relating to their assigned portfolio.

### Duties and responsibilities

- Liaise with the Club President on a regular basis.
- Attend monthly committee meetings and executive committee meetings as directed by the Club President.
- Responsible for managing the outlined Portfolio and liaising with the team. If the situation arises where these positions are unable to be filled, the Aquatic Sports Director will also be responsible for performing these roles.
- Submit an annual report to the Club Administrator on area of management prior to the AGM.
- Responsible for reviewing and implementing any directives/policies provided by LSV and its national bodies.
- Holds the position of Aquatic Sports Delegate and attends LSV Aquatic Sports Council Meetings.

(Last updated: June 2021)

## 7.7 Position Description – CLUB CAPTAIN

### Position title

Club Captain

### Responsible to

Club President

### Responsible for members

Committee members under your Portfolio

Club members

**Portfolio**

Chief Instructor	Patrol Captain	First Aid Officer
IRB Captain	Gear Steward (Patrol)	
ATV Captain	OH&S Officer	Radio Captain

**Scope and purpose of position**

The Club Captain is there to manage the committee relating to their assigned portfolio.

**Duties and responsibilities**

- Liaise with Club President on a regular basis
- Attend monthly committee meetings and executive committee meetings as directed by the Club President.
- Responsible for the preparation of annual gear inspection.
- Responsible for managing the outlined Portfolio and liaising with the team. If the situation arises where these positions are unable to be filled, the Club Captain will also be responsible for performing these roles.
- Submit an annual report to the Club Administrator on area of management prior to the AGM.
- Responsible for reviewing and implementing any directives/policies provided by LSV and its national bodies.
- Holds the position of Life Saving Operations Delegate and attends LSV Operations Council Meetings.

(Last updated: June 2021)

**7.8 Position Description – DIRECTOR OF JUNIOR ACTIVITIES**

**Position title**

Junior Director

**Responsible to**

Club President

**Responsible for members**

Junior Members	Junior Sub Committee	Age Managers and
Assistants		
Junior Coaches and Assistants		

**Portfolio**

Junior Competition Manager	Junior Carnival Registrar	Friday Dinners Coordinator
Junior Age Group Coordinator U6-U8	Junior Age Group Coordinator U9-U13	
Junior Sub-Committee		

**Scope and purpose of position**

Support and coordinate all involved in the Junior Program.

## Duties and responsibilities

- Provide support, assistance and communication to the members of the Junior Sub Committee - Competition Manager, Age Group Coordinators, Coaching Coordinator, Water Safety Coordinator, Preliminary & Comp Swim Coordinator, Under 13 Manager, Social Coordinator, Friday Dinners Coordinator and Carnival Registrar.
- Organise monthly meetings of the Junior Sub-committee leading into the commencement of the life saving season.
- Submit a Junior Report to the Club Administrator to be included in the Annual Report prior to the AGM.
- Hold the position of Membership & Leadership Development Delegate and attend LSV M&LD Council meetings.
- Implement a Junior program to be presented to and reviewed by the Junior Committee with a schedule of dates for the start and finish of the program. Schedule additional events such as nipper camps, specialized training sessions and junior carnivals.
- Organise and run Age Manager Information Evening and training as required by LSV.
- Provide a sequence of events to ensure all members are assessed for their preliminary and competition swims.
- Provide articles for Newsletter.
- Coordinate U13 Specialist program, ensuring adequate Coaches and Water Safety.
- Provide to the Coaching Coordinator no less than 48 hours prior to the Friday night program if any changes have occurred to the program activities.
- Create an alternative inclement weather program
- Set-out a beach plan for the rotation of activities in consultation with the Coaching Coordinator
- Assist with Nipper and Novice registrations at MMAD Swim.
- Coordinate Intra Club Carnival.
- Coordinate Nippers pre-season camp.
- Coordinate junior carnival at MMLSC if required by LSV.

(Last updated: June 2021)

## 7.9 Position Description – SECRETARY (formerly Public Officer)

### Position title

Secretary

### Responsible to

Club President

### Scope and purpose of position

Oversee all changes to the Constitution and provide members with information at the Annual General Meeting. Listed as the Secretary with Consumer Affairs Victoria and provide and communicate any Constitution changes to them.

### Health and safety responsibilities

To undertake regular risk assessments and take any necessary action to avoid potential health and safety hazards. To ensure that you are aware of the Mount Martha Life Saving Club's Safety Policy and Health and Safety procedures; accident reporting procedures; fire drills and first aid facilities.

### **Code of Conduct**

As a club office bearer you should meet the following requirements in regard to your conduct during any club sanctioned activity:

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealings with others.
- Be professional in, and accept responsibility for, your actions.
- Your language, presentation, manner and punctuality should reflect high standards.
- Resolve conflicts fairly and promptly through established procedures.
- Maintain strict impartiality.
- Maintain a safe environment for others.
- Be a positive role model for others.
- The officer agrees to adhere to strict confidentiality of all knowledge or information that may be obtained in the course of their term on the Mount Martha Life Saving Club committee.
- Be aware of, and maintain an uncompromising adherence to, club, LSV and national bodies' standards, rules, regulations and policies.

(Last updated: June 2021)

## **8 LIFE SAVING OPERATION POLICIES**

### **8.1 Patrol Members Obligations**

#### **8.1.1 Patrol Obligations**

The patrol season shall be as agreed by LSV and the Club, annually. The method of patrol duties shall be determined by the Executive prior to the commencement of each Season.

- a) Active Members shall attend patrols as rostered or appointed provided that:-
- i. Active Cadet Member shall be eligible for duties only commensurate with their qualifications;
  - ii. A member desirous of transferring from one Patrol to another shall do so only with the consent of the Club Patrol Captain;
  - iii. It shall be permissible to appoint a substitute, when unable to attend. The member appointing such substitute to be responsible in the event of the substitute not attending;
  - iv. Exemption for patrol duty may be granted by the Club in special circumstances but for extended periods of exemption written application shall be made to the Committee who shall decide the issue;

- b) A member must make sure they have paid their membership fees prior to undertaking skills maintenance, Club sanctioned training and/or conducting patrol activities. This is mandatory to ensure all members are covered by insurance whilst involved in Club activities.
- c) A member must be currently proficient.
- d) Before the Patrol commences duty, the Patrol Captain shall detail the position each person is to take in the event of rescues, allocate qualified IRB personnel to the IRB, and shall detail a member to first aid, ART, rescue boards, radio, roving patrol, SSV and observation.
- e) In the absence of the Patrol Captain the Patrol Vice-Captain shall have like power and authority.
- f) Members of Patrol and activities of the patrol are under the control and direction of the Patrol Captain, and members are not allowed to leave the patrolled area unless they have obtained permission from their Patrol Captain.
- g) Patrol Captains are held responsible for the efficiency of their Patrols, and are required to record in LIMSOC the names of absentees from their Patrols, and any irregularity such as being late, leaving early or not being in the regulation dress.
- h) Patrol Captains shall regularly test their Patrol on their ability and knowledge of the resuscitation methods and rescue procedures utilising the gear on patrol.
- i) A member shall obey their Patrol Captains, either in the actual work of lifesaving, or any other duty associated with the activities of the Patrol within the Club.

(Last updated: June 2024)

### **8.1.2 ‘Duty of Care’**

Lifesavers are bound by these three words. A **‘Duty of Care’** is a responsibility we are expected to uphold. **‘Duty of Care’** requires lifesavers to act in the interest of preventing beach goers from putting themselves in life threatening situations and providing assistance, to the best of your ability and training, to beach goers who find themselves in difficulty. Your training and attendance on patrol puts you in the position where beach goers have the right to expect you will provide lifesaving services in a professional manner as set out in the rules of Surf Life Saving Australia. If you neglect to fulfil your **‘Duty of Care’**, you as an individual may face personal consequences.

An example of poor **‘Duty of Care’** is sitting behind the patrol area or sleeping on patrol, if someone were to drown and it is shown that your lack of duty of care was a factor in that death, you may find yourself in a very serious personal liability situation.

(Last reviewed: June 2024)

### **8.1.3 Patrol Hours**

Unless otherwise exempt all Active Members must complete a minimum of 16 patrol hours each calendar year.

Members must arrive to patrol 15 minutes prior to the time listed on the roster. Patrol finishes when the member is released by the Patrol Captain.

(Last reviewed: July 2024)

### 8.1.4 Skills Maintenance

All members must do their skills maintenance prior to the 31st December of the current year. After this date members are not able to patrol, as they are now qualified or insured. Any member wishing to compete for the club must also do their skills maintenance prior to this date, no exceptions.

(Last updated: July 2024)

### 8.1.5 Patrol Uniform

As a member of MMLSC you should take pride in the uniform you wear. To maintain the high standards we have set, we must look professional in the official patrol uniform; the public expects this of MMLSC.

Full patrol uniform is required by OH&S standards, it is NOT optional:

- Patrol Four Quarter Cap must be worn at all times
- Patrol Shirt
- Patrol Shorts
- Bathers
- Wide Brim Hat or Peak Cap (SLSA Issue)
- Sunglasses (to protect your eyes from UV Rays) – your choice

Please do not wear casual clothes on patrol or a non-official hat or head wear over your patrol cap.

Initial uniform is supplied. Subsequent uniform requirements can be purchased from the club shop.

(Last updated: March 2026)

### 8.1.6 Patrol Obligation/Exemption Policy

In relation to patrol duties the following shall apply: -

- (a) MMLSC recognises the obligation of all qualified members to perform patrol duties and/or other duties within the SLSA structure.
- (b) Exemptions from patrol, or other duties, may only be granted in the most exceptional of circumstances.
- (c) MMLSC may provide exemptions for senior Club Officers, Life Members, Long Service Members and persons whose club duties are such that exemption is provided in the Club Constitution and By-Laws or by special resolution of a General meeting of the Club.
- (d) SLSA may provide exemption from all or part of Club Patrol duties for members of the Executive of Lifesaving, senior SLSA or LSV Officers or members of LSV Special Rescue Services.

(Last reviewed: July 2024)

### 8.1.7 Conduct while on Patrol

The image you create by your actions on patrol reflect upon all members of the club.

You are constantly under the scrutiny of the public; they and other members of the club expect an extremely high standard.

Members are to refrain from using bad language, displaying an image of lack of care, no smoking while in uniform and general misbehaviour. At all times display a professional duty of care.

All MMLSC patrol members shall:-

1. Obey the directions given by your patrol captain at all times.
2. Practice the basic principles of PREVENTION, RECOGNITION, and RESCUE whilst on patrol.
3. Professionally fulfil your patrol duties as delegated by the Patrol Captain.
4. Sign on to LIMSOC prior to commencing patrol.
5. Encourage swimmers to swim between the red and yellow flags.
6. Be polite and courteous to other patrol members.
7. Wear the correct patrol uniform during your rostered patrol times.
8. Remove your patrol uniform at the completion of their rostered patrol and only wear the patrol uniform during patrol.
9. Not leave the patrol area unless authorised by the Patrol Captain.
10. Always carry a rescue tube and whistle when patrolling the water's edge.
11. Maintain your fluid intake during patrol duties, especially on hot days.
12. Practice the basic principles of Sun Safety (Slip Slop Slap Seek Slide).
13. Always be polite and courteous when dealing with the public.
14. Where allocated by the Patrol Captain wear personal packs (bum bags).
15. Ensure all patrol equipment is erected in a secure and safe manner.
16. Advise the Patrol Captain if feeling fatigued, ill or tired.
17. Check rescue equipment for damage or breakages and report such to the Patrol Captain.
18. Advise members of the public that the beach is closed or is closing i.e. at the end of the patrol day and/or due to dangerous conditions etc.
19. Advise the Patrol Captain of your absence, late arrival or early departure if needed.
20. At all times be under the direction of the Patrol Captain.

(Last updated: July 2024)

## **8.2 SSV Patrol Vehicle**

### **Function:**

The primary function of the SSV Patrol Vehicle is to provide:

- a) Emergency response to accidents or rescues on Mount Martha beach away from the main patrol area;
- b) Launching IRB's and the surf boat from the beach;
- c) Roving patrols of Mount Martha North and South beach areas; and
- d) As specifically approved by the Club Executive.

### **Control:**

During patrol hours the operation of the SSV Patrol Vehicle comes under the control of the Patrol Captain.

- a) One person per patrol will be nominated to be the responsible driver.
- b) All drivers must have completed the SSV Operator Course.
- c) All drivers must provide the club's administrator with a photocopy of their current license, sign the SSV documentation and have their current driving licence recorded in Surfguard.

**Drivers:**

Drivers must be appointed by the Patrol Captain and be a minimum of 18 years of age, hold a current valid driver's license and a current SSV Operator award. "P" plates must be displayed in accordance with the drivers licence requirements.

**Passengers:**

The vehicle shall carry only passengers who are logged on to the current patrol.

**Responsibility:**

The Patrol Captain is at all times responsible for the correct use and supervision of the SSV Patrol Vehicle. Should the vehicle suffer damage, or cause damage to other property, whilst being operated outside this policy or normal traffic laws the driver may become liable to cover costs of repair.

**Driving Speeds:**

Crowded areas: **Max. Speed 5km/h**

Warning Lights must be on

Under no circumstances should the vehicle be driven in the water

Uncrowded areas: **Max. Speed 20km/h**

Warning Lights must be on

Rescues: Speed limits as above must be observed

Warning Lights must be on

**Seat belts must be worn at all times.**

**Patient Transport:**

Patients are not to be routinely transported in the vehicle however the Patrol Captain has the discretion to transport patients if considered safe to do so.

**Preparation and Storage:**

Prior to patrol the Patrol Captain should check:

- a) Fuel level is satisfactory.
- b) All lights are operating.
- c) Any mechanical defects are identified and addressed.
- d) Upon completion of patrol the vehicle should be:
  - a. Thoroughly rinsed down including under the floor pan and wheel guards.
  - b. All sand and rubbish removed from inside the vehicle.
  - c. Fuel checked for immediate re-use in case of call out.

- d. Tend to any maintenance or repair of the vehicle and/or notify the Gear Steward.

(Last updated: July 2024)

### **8.3 Inflatable Rescue Boat - IRB**

The function of the IRB is to provide:

- a) Search and Rescue within inshore waters.
- b) Routine patrols of the main and nearby beaches.

#### **Control:**

During patrol hours the operation of the IRB comes under the control of the Patrol Captain.

#### **Drivers:**

- a) Drivers must hold a valid boating licence, a current IRB Drivers award and be currently proficient and financial members.
- b) Trainee drivers must be a minimum age of 16 years and only drive the IRB under the direct supervision of a qualified IRB Driver acting as crewman.
- c) Trainee drivers must be currently proficient Bronze Medallion holders and hold a IRB Crew award and a valid boating licence.

(Last reviewed: July 2024)

### **8.4 First Aid Room Procedures**

#### **General Stock Items**

If you notice something running low on stock from the cupboards, please write it on the whiteboard and send the first aid-officer an email [firstaidofficer@mmlsc.com.au](mailto:firstaidofficer@mmlsc.com.au) identifying the stock that needs to be replaced.

#### **Oxygen/Resuscitation kits**

Located in cupboard – and are to be checked at the start of each patrol

Resus Kit #1 (First Aid Room)

Resus Kit #2 (SSV – mobile kit)

Resus Checklist:-

Defibrillator

Towel

Resus/CPR Mask

Portable First Aid Bag

Oxygen Bag (including suction, O2 bottle, adult/child mask, OP airways)

#### **Oxygen**

The Regulator should remain attached to the Oxygen bottle at all times (no need to remove at end of patrol)

To be checked at the start of each patrol:

Step 1 - Ensure regulator is set to '0'

Step 2 - Turn oxygen bottle on

Step 3 - Check gauge to ensure bottle is at least half full

Step 3 - Turn oxygen bottle off

Step 4 - Release pressure from regulator

Resus Kit 1 - to remain in the cupboard in the clubhouse at all times - **not left on the bed.**

Resus Kit 2 - to remain in the SSV for duration of patrol then stored in cupboard

(Last reviewed: July 2024)

## 8.5 Dealing with inappropriate behaviour

### Scope

Inappropriate behaviour covers numerous activities that may occur on beaches. These include, but are not limited to:

- Suspect Paedophiles
- Indecent exposure
- Public Sexual Activities

### Policy

Any incident that is reported alleged or observed to have occurred involving “inappropriate sexual advances or behaviour” or “inappropriate adult sexual behaviours (Sexual Molestation of children)” must be handled expediently with sensitivity and discretion.

Under no circumstances should a Lifesaver support or accuse an individual or suspect regardless of the reporting circumstances.

### Procedures

Where a person reports someone to a Lifesaver or a Lifesaver observes someone involved in offensive inappropriate behaviour or they believe someone to be suspicious they should follow the procedures listed below: -

- Inform your Patrol Captain of the situation
- Make note of the person's description
- Contact LSV Comms for Police assistance
- Maintain surveillance of the water giving close supervision to any child that is at risk of inappropriate adult sexual behaviour.

- When Police arrive, the Lifesaver should offer their assistance. If they require no further help, the Lifesaver should return to their normal duties
- Where Police are not on-site Lifesavers should search for the suspect and observe them staying in contact with their patrol until the Police respond

The Lifesavers observation of the water should not be compromised in this situation

(Last updated: July 2024)

## **8.6 Dealing with difficult situations**

### **Introduction**

Lifesaver operations are wide open to the public view and Lifesavers are constantly watched by beach visitors.

The primary role of a Lifesaver is to observe and protect water users. Because of the nature and variety of facilities that are provided at beaches, Lifesavers also provide a service to the public. You are not only acting as an ambassador for Surf Life Saving Australia, LSV and MMLSC but also as a representative for the authority who manages the beach on which you work.

With this in mind, extensive courtesy should be paid to all persons requesting assistance, even those who are making a complaint. The fact that a beach user is being rude does not justify a Lifesaver to conduct themselves the same way.

Lifesavers must learn to keep an even temperament and a helpful approach, regardless of how they are treated by others - this reflects a major aspect of a professional demeanour

### **Procedures**

Give courteous attention to the beach visitor, answering all questions asked:

- When asked a question to which a Lifesaver cannot supply an answer, the Lifesaver should politely direct the visitor to a source where the information is available.
- When speaking to a beach visitor, it is usually more polite to remove sunglasses, and maintain eye contact at a similar level to the visitor.

Be prepared to supply beach visitors with answers to commonly asked questions: -

- Examples are air & water temperatures, tide times, weather forecasts, the correct time, conditions and local By-Laws.

Only use Public address systems for official matters: -

- Anything announced using a PA will be not only heard but also judged by all beach visitors who can hear it.
- Courtesy is of particular importance when messages are heard by large numbers of people.

Never reprimand an individual who has been rescued: -

- The casualty will have already learned a lesson and will more than likely have a 'bruised' ego.
- If it is important to say anything to the casualty, try and direct it towards the reason they got into trouble and say something constructive to prevent them from getting into that situation again.

- Make the contact as diplomatic as possible.
- Obtain the names and addresses if possible and record in the Incident Report Log and/or LIMSOC.

Avoid lecturing beach visitors: –

- If a point needs to be made, fully explain the rationale and request for compliance.

Provide your name and position to any person requesting the information: –

- A Lifesaver who refuses such information suggests a need to hide from a complaint that may or may not be valid.

Address all people in a friendly and courteous manner: –

- Avoid approaches that start with “hey you” or similar words as this will no doubt set the visitor in a defensive posture that will make understanding or compliance difficult.
- Whenever possible, visitors should be approached personally and spoken to individually.
- The use of public address systems, whistles and signals is good for general announcements, but is often embarrassing when used to address individuals and should be avoided.

(Last updated: July 2024)

## **8.8 Nippers Water Safety & Patrol Policy**

### **Purpose**

This procedure has been created to provide clarity and process to the Friday night Nippers Program, including Starfish Nippers.

This document is based upon, supported by and to be read in conjunction with LSV SOP 8.3 (Sep 2016).

The guidelines set out below give all parties, including Patrolling members, Water Safety Personnel, Age Managers, Nipper Coaches etc, the necessary tools and understanding to ensure that our club continues to provide a safe, structured and enjoyable Nipper learning experience.

### **Definitions & Abbreviations**

Water Safety Personnel (WSP) – Qualified & Proficient lifesavers (holding an SRC or above) who provide water safety. WSP acts under the leadership of a Water Safety Supervisor.

Water Safety Supervisor (WSS) – The team leader for a group of WSP. The Water Safety Supervisor must be qualified and proficient in the SLSA BM/Certificate II in Public Safety (Aquatic Rescue) and it is also strongly recommended they also hold the Silver Medallion Basic Beach Management certificate.

Patrol Team Captain – (PTC) – The rostered/on-duty team leader for the on duty patrol team.

Nipper Helpers – Nipper Helpers will partake in a pre-season induction conducted or arranged by the Junior Director, to enable them to assist younger nippers where required. Nipper Helpers operate under the direction of the WSS.

Risk Assessment – A pre-activity risk check conducted by the WSS in conjunction with the Patrol Team Captain. Risk assessments/risk checks should be retained for a minimum of 5 years. Suitable assessment and check tools include:

SLS water safety risk mobile app (also available in paper form)

Guidelines for Safer Surf Clubs (on the SLS Members Portal)

### **Water Safety Overview**

- The on duty PTC must not act as the WSS. The PTC's primary duty is public beach safety.
- The PTC for Friday night Nippers will allocate surplus lifesaving patrollers to the WSS, when minimum patrol requirements are met, plus 2 additional lifesaving patrollers. This allocation should vary from week to week, to ensure variety in the volunteers training and development.
- The WSS's primary duty is safety of Nipper Activity Participants, and the management/coordination of available WSP. This will involve regular communication with the PTC, Age Managers, Starfish Nippers Coordinator and the Junior Director.
- The WSS will operate from the beach or the upstairs balcony, as is deemed necessary. The WSS shall wear a white shirt with Water Safety Supervisor emblazoned front & back.
- WSP will be given an orange rashie emblazoned with Water Safety front & back and orange skull cap. Surplus lifesaving patrollers who have been allocated to Water Safety will wear the orange rashie and the red/yellow 4-quarter cap.
- Nipper Helpers will be given a green vest with Nipper Helper emblazoned to assist Age Managers and the WSS. Nipper Helpers do not replace WSP; rather they assist WSP and provide for a safer learning environment.

### **Water Safety Operations**

- The Junior Director will contact all members prior to Nipper training to advertise for additional WSP.
- Prior to training commencing, the WSS & PTC will conduct a risk assessment, to ascertain water safety ratios, and any additional requirements.
- Low risk conditions (with a suitable risk assessment) may see a ratio of 1:10 (WSP : Nippers), alternatively a 1:5 ratio will apply. Starfish Nippers use a 1:1 ratio. Under 6 & 7 age groups will utilise Nipper helpers to achieve a ratio of 1:1.
- Upon arrival of WSP (including surplus lifesaving patrollers) the WSS will allocate WSP to each beach area or age group. Age Managers & Starfish Nippers Coordinator will be advised of appropriate ratios and WSP & Nipper Helpers available, and will be advised to manage activities accordingly.
- Where water safety supervision ratios are used, at least 75% of WSP are to be in the water.
- WSP are to be equipped with SLSA approved rescue equipment, appropriate to the Nipper activity and/or determined by the WSS.

- Nipper Helpers will be allocated to an age group, and will move through the activities of the night, remaining with that age group. Nipper Helpers are not to use rescue equipment.
- All on-duty lifesaving patrollers are to be equipped with a radio, to provide a broad area of communications across the beach.
- The WSS will be radio equipped, and may also use the loud hailer as required.
- The WSS may utilise the IRB, in coordination with the PTC, and where deemed safe & applicable.

### **Notes**

- The PTC is the ultimate authority on the beach.
- All WSP shall be eligible for a meal voucher at the completion of the Nipper training. These shall be allocated by the WSS, and provided by the Junior Director. All WSP and Nipper Helper uniforms to be returned at the completion of Nipper training.
- All completed risk assessment forms to be filed in the upstairs Patrol Room.
- All Water Safety Personnel to sign in to Patrol log book as water safety. Water Safety hours are equivalent to Patrol hours, and will be accrued as such through the season.
- All Nipper Helpers to sign on to the nightly volunteer sheet – to be in the downstairs Patrol room. (Appendix D)

(Last updated: June 2021)

## **8.9 Pillars Patrol Policy**

- a) Using the IRB, the Pillars are to be visited at least twice each patrol. More often in peak periods or hot weather, resources permitting.
- b) As the Pillars are out of **Channel 1 radio range, Channel 6** is to be used (see Radio Management below).
- c) Before leaving line of sight of the clubhouse, please conduct a radio check, and advise the club radio room that you are switching to Channel 6.
- d) When returning from the Pillars, switch to Channel 1 when in line of sight of the club and repeat radio check.
- e) When visiting the Pillars, take a Bum Bag and put a club mobile phone in a waterproof bag in case of emergency.
- f) If boats or jet skis are endangering others near the Pillars, please be polite and diplomatic. Contact VicPol Water Police if necessary.

(Last updated: June 2021)

## **9. CLUB HOUSE RULES**

### **9.1 General**

- a) The benefits of Club privileges shall be permitted only to members of the Club and such Association visitors as are approved by the Executive Committee.
- b) Unseemly conduct likely to interfere with the comfort of other members of the Club shall not be tolerated and members are requested to assist in preventing such conduct.

- c) Damage to clubhouse facilities shall be subject to investigation and decision of liability by the MMLSC Executive Committee.
- d) Members shall use their individual efforts in preserving the cleanliness of the Clubhouse facilities.
- e) Bad language shall not be tolerated in the clubhouse.
- f) Pets shall not be allowed in the clubhouse.
- g) Club entry fobs shall be in the control of the Executive Committee and Club Administrator.
- h) All kitchen and cleaning duties shall be completed as soon as possible after completion of meals.
- i) Liquor may be consumed but the members must abide by the MMLSC liquor licence.
- j) The First Aid Officer, assistants and patients are the only persons permitted in the First Aid Room. First Aid equipment shall be used for first aid purposes only.
- k) Junior (Nipper) Members shall be permitted the use of the "Club Room" whilst under the supervision of a club official or a parent.

(Last updated: July 2024)

## **9.2 Insurance**

### **a) General**

It is mandatory that the Club and auxiliary organisations hold insurances approved by LSV. In cases where LSV has appointed one or more Insurance Brokers and the Club does not insure through such Brokers, the Club shall submit such policies to LSV for approval.

### **b) Personal Accident Insurance**

- i. Workcover Victoria to cover all paid staff of the Club.
- ii. Members - Personal Accident Insurance is granted under the Life Saving Victoria's Workcover policy for all registered members whilst engaged in Life Saving activities.
- iii. Cover/benefits - The benefits and conditions applying under the policy are described in the relevant Government Act and/or contracts of insurance. An application for compensation is valid and enforceable only if the application is lodged in accordance with policy requirements.
- iv. Volunteer Workers - A Personal Accident Policy shall be arranged by LSV to cover all persons engaged in voluntary work for the Club, and/or who are not eligible for workers' compensation. The benefits cover exceptional items, e.g. death, liability, medical (restricted), dental, ambulance. A register of workers shall be established for each relevant activity which should be signed by all volunteer workers prior to commencement of work.

### **c) Public Liability Insurance**

- i. A Public Liability policy shall be negotiated by LSV to cover the Club and Auxiliary Organisations against legal action instigated by a member of the public during activities approved by LSV.
- ii. Whilst the cover can apply to normal Life Saving activities, a separate cover may need to be taken out by the Club or Auxiliary Organisations entering into some activity away from the Club

facilities or beach, such as a display or fundraising activity where the public are involved. The Insurance Brokers should be consulted in these situations.

d) Insurance on Property

- i. The Club shall negotiate insurance policies to cover loss or damage to its own property, or upon goods in transit destined for one of its affiliated bodies.
- ii. The Club to hold property insurances to be held with a reputable Insurance Company approved by the LSV, and it is a requirement that such policies, if not managed by LSV's brokers, be submitted to the LSV for its endorsement to ensure that the protection provided is adequate and serves the interest of the Association.

e) Directors and Officers Insurance

- i. A Directors & Officers policy shall be negotiated by LSV to cover officers of LSV and its affiliated Clubs and auxiliary organisations against claims made against an officer during the policy period for a wrongful act.
- ii. It is noted that this is a "claims made" policy, e.g. no claim can be made against the policy once it has expired or has been cancelled. Also, if a case exists where a claim may be possible, immediate notification must be given to the LSV's Insurance Broker.

f) Professional Indemnity Insurance

- i. A Professional Indemnity policy shall be negotiated by the LSV to cover members whilst engaged in authorised Association activities.
- ii. The indemnity covers claims the insured is legally liable to pay for, e.g. breach of professional duty or by reason of any negligent act, error or omission.

(Last updated: June 2021)

### **9.3 Club Access**

Club door entry fobs and alarm codes are distributed at the discretion of the Executive Committee to a member who accepts the responsibility of a position and an entry fob and alarm code is deemed necessary for that person to carry out their role effectively. Club door entry fobs and alarm codes will only be distributed to members over 18 years of age.

The Access Register will be completed and maintained by the Club Administrator. Any member who is distributed a door entry fob and alarm code shall pay a deposit of \$17 which will be refunded on return of the door entry fob. Any lost, damaged or stolen door entry fobs will be reported immediately to the Club Administrator and any deposit paid will be forfeited. Replacement door access fobs will require an additional deposit from the member.

Door entry fobs are not to be loaned to any other member. Members must not share their alarm code with any other member.

Door entry fobs are to be handed in to the Club Administrator at the completion of the member's position following the Annual General Meeting.

The Executive Committee reserves the right to remove club access from any member at any time.

Eligible positions to benefit from a door entry fob and alarm code:

- Executive Committee
- Patrol Captains and Vice Patrol Captains
- Active Patrol Member (allocated a key on becoming a Bronze, min 16 patrol hours annually to retain key Key to be returned if min 16 patrol hours is not attained)
- Life Members
- General Committee
- Sub-committee as approved by Executive
- Trainers and Assessors
- Sponsors (must be members)
- Paid Club Positions (Administration Officer, Schools Program Coordinator, Cleaner, Pilates & Yoga Instructors)
- Contractors (Initial, Rotary, Cleaner)

(Last updated: March 2026)

## **9.4 Video Surveillance**

MMLSC makes limited use of video surveillance systems in and around its facilities. MMLSC video surveillance systems are primarily used to record surveillance of selected internal and external parts of the club facilities and selected adjoining public areas.

Video surveillance cameras are not designed to observe members or public work or recreation areas and are never used in areas where there is an expectation of privacy, such as restrooms or locker rooms.

The primary purpose of the video surveillance system is to allow the after-the-fact investigation of potential crimes committed against the organisation. The system may also be used to assist in the investigation of certain types of occupational health and safety violations.

The video surveillance system is not intended to be used as a method of tracking the movements or habits of individuals.

### **Management of Video Surveillance Systems**

The MMLSC President is responsible for the management of all video surveillance systems used at MMLSC. Other members or parties shall not install video surveillance systems on or around MMLSC without the knowledge and approval of the MMLSC Executive.

### **Video Surveillance Monitoring**

The video surveillance systems are capable of being monitored from the MMLSC Administration Office and remotely via secure link. The MMLSC President and other Authorised officers are able to view video surveillance cameras on a periodic basis or in response to a specific incident. The video surveillance system is not monitored on a continuous basis.

### **Video Surveillance Recording**

All video surveillance cameras are capable of being recorded continuously by a digital video recording system. Recorded video is used exclusively for the investigation of security and safety incidents and not for other purposes.

The MMLSC President is responsible for the day to day management of the video surveillance system and has management responsibility for the release of any video recordings produced by this system.

Recorded video is not made directly available to members, contractors, or the general public. In the event that a security incident occurs, a report should be made to the MMLSC President. If the event occurred in an area where video surveillance coverage may be available, the MMLSC President or other Authorised officers will review the recorded video and make a determination if any video relevant to the incident is available. If available, the MMLSC President or other Authorised officers will refer the matter to the MMLSC Executive for approval of the subsequent actions, including investigation and resolution of the reported security incident.

Requests to provide video recordings directly to members, contractors, or the general public will not be accommodated. If a crime is suspected of being committed, parties should be encouraged to report it to the police. If it is believed that recorded video from MMLSC would assist in the investigation of this crime, the police should be told to contact the MMLSC President. If relevant video is available, a permanent video clip of the incident will be produced and made available to the police. All requests for video recordings by law enforcement agencies shall be coordinated through the MMLSC President.

Any release of recorded video to any third party will only occur if approved by the MMLSC Executive.

Recorded video is generally stored for a period of thirty days. Any video associated with a specific security incident or event is generally converted into a permanent video clip and stored for the duration of the investigation. Video clips which could become evidence in civil or criminal proceedings are kept indefinitely unless other direction is given by the MMLSC Executive.

### **Limitations of Video Surveillance Systems**

The video surveillance system is not monitored on a continuous basis and cameras only cover a small fraction of the total facility. Even when camera coverage exists, it may not provide the level of detail necessary to spot suspicious activity or identify individuals.

(Last reviewed: June 2024)

## **9.5 Club Hire – Private Functions**

See Club Hire Policy Appendix D

(Last updated: June 2021)

## **9.6 Gym**

The Mount Martha LSC Gym is equipped and designed to encourage Members to attain and maintain quality physical health.

This Guideline Information Sheet is to help Members be responsible for the care and maintenance of the gym.

The reasons for the Guidelines are:

- Legality
- Member Safety

- Gym cleanliness

The Gym is not a facility for the general public.

- Only current financial Members of Mount Martha LSC can enter the gym (do not invite non-financial Members or non-club member's entry to the gym);
- Members use the gym at their own risk. MMLSC accepts no responsibility for personal injury whilst using the gym or any equipment;
- Use of the gym is for members 14 years and over, members aged between 14-17 years must be with a parent or supervised by an accredited coach as appointed by the Mount Martha Life Saving Club executive;
- Members are to supply their own towel and water bottles;
- No food, glass bottles or cans are permitted inside the gym;
- Suitable training clothing to be worn at all times, ie shorts, training shirts, enclosed footwear;
- Wet clothing is not allowed in the gym;
- Members must remove all sand from their body/feet before entering gymnasium;
- Replace all equipment – weights, benches, bikes etc to their correct location;
- Report any breakages or repairs required to the gym coordinator and place an 'out of order' on the equipment to prevent any member injury;
- Training squads (eg seniors, masters) can book a time slot with the gym coordinator;
- Training squads will have the complete rights to the gym at their designated training time slot as listed on the booking sheet/board. Individuals can enter the gym at any time, except for the time scheduled by a training squad;
- MMLSC accepts no responsibility for lost or stolen items. Any lost items will be kept by MMLSC for four weeks and then donated to charity;
- Members must be in a good state of health and medically fit to use the gymnasium facilities and equipment;
- Members must not use the facilities or equipment if they are suffering from
  - An infection, or
  - A contagious illness, or
  - A physical ailment, such as an open cut or sore, or
  - Where there is any risk, however small, to other members.

(Last updated: June 2021)

## 9.7 Steam Room

### Steam Room Operation

#### On/Off button function

If you press the on/off button on the thermostat controller (just inside the door), the steam generator will start and heat the steam room up to the set temperature.

#### Light switch

The light switch is located approximately 2.3m high on the weatherboard wall to the left for the men's, and to the right for the ladies. Switch off light when not in use.

### Steam Room Rules

1. Never steam alone
2. Avoid contact with the steam outlets below the lower bench
3. Limit sessions to 15 minutes once operating temperature is reached (43)
4. Do not enter if unwell (colds etc.)
5. Ensure you are well hydrated
6. Never steam after a workout or gym session when you have become overheated
7. Pregnant women should not use the steam room
8. No glass in the steam room
9. No food to be consumed in the steam room
10. No alcohol before or during steam session
11. If you have a chronic medical condition, seek advice from usual treating Doctor before using the steam room
12. Steam room to be locked during Nippers nights
13. Use of the steam rooms are for members 14 years and over; members aged between 14-17 years must be with a parent or supervised by an accredited coach as appointed by the Mount Martha Life Saving Club executive.
14. It is recommended that steam room users sit on their own towel in the steam room
15. Last person out 'squeegees' the ceiling/walls/floor and leaves the door open
16. Report equipment malfunction to the Building Maintenance Coordinator.

(Last reviewed: July 2024)

## **9.8     Flags**

When flying the Australian flag both the Indigenous and the Torres Strait Island Flags must also be flown.

All flags must be at the same height with the Australian Flag hoisted on the far-left flagpole when facing the clubhouse from the beach, as per the Australian National Flag Protocol guide issued by the Australian Federal Government.

Should the occasion arise where it is only possible to fly the Australian flag it should be hoisted on the middle flag pole.

The flags should not be allowed to fall or lie on the ground. The flags should be raised briskly and lowered with dignity. Unless all the flags can be raised and lowered simultaneously, the Australian National Flag should be raised first and lowered last when flown with the other flags. The flag should be raised no earlier than first light and should be lowered no later than dusk.

(Last updated: June 2024)

## **10.     LIFE SAVING COMPETITION**

### **10.1    Club subsidies to support attendance at Lifesaving events**

To be developed.

## 10.2 Equipment Purchase Policy

### 10.2.1 Statement of Commitment

Mount Martha Life Saving Club (MMLSC) is responsible for ensuring a safe environment is provided for all involved in the activities that the club offers. In carrying out our duty of care, one of the key areas that attention is given to is the area of the club's facilities.

MMLSC is committed to providing a safe environment through ensuring all facilities utilised are safe, well maintained and used according to its design and purpose.

### 10.2.2 Policy Application

This policy applies to all financial members of MMLSC.

### 10.2.3 Policy Coverage

This policy covers equipment such as Boards and Skis which are endorsed by SLSA.

### 10.2.4 Usage

A legal finance contract would be set up to protect the club and the purchaser.

Any member who wishes to purchase equipment would need to have their application endorsed by either the competition managers - Juniors, Seniors and Masters and the Gear Steward. Final approval would be given by the Executive Committee.

The arrangement would be to offer members an interest free loan with the member repaying the equipment over 3 years based on the following:

50% - 1st year (25% on order & 25% on delivery)

30% - 2nd year payment

20% - 3rd year and final payment \*\*

\*\*This 3rd & final payment would be waived if the member is still training and competing with Mount Martha Life Saving Club)

### 10.2.5 Policy Breaches and Consequences

A breach of this policy may result in disciplinary action from MMLSC. A breach of this policy may also amount to breaches of other MMLSC policies.

(Last updated: June 2021)

## 10.3 Equipment Loan Policy (Boards, Skis & SUP's)

### 10.3.1 Statement of Commitment

Mount Martha Life Saving Club is responsible for ensuring a safe environment is provided for all involved in the activities that the club offers. In carrying out our duty of care, one of the key areas that attention is given to is the area of equipment.

MMLSC is committed to providing a safe environment through ensuring all equipment utilised is safe, well maintained and used according to its design, purpose and manufacture specifications.

### 10.3.2 Policy Application

This policy applies to all equipment utilised by MMLSC for any of its activities including general training, competitions and patrol.

### 10.3.3 Policy Coverage

This policy covers all equipment that is owned, leased, hired or borrowed by the club to carry out its activities regardless of the program, participant level and location of equipment or whether those involved are staff, members, volunteers or visitors.

### 10.3.4 Usage

You must be a paid financial member of MMLSC in the current year to use any club equipment.

The use of high visibility Lycra tops is mandatory when using MMLSC equipment. The Lycra tops must meet the colour guidelines set out by SLSA.

Use of Club Equipment by non committee, non key holding members is only permitted during patrol times and formal training sessions.

Permission for use of any club equipment outside patrol times and formal training sessions must be approved by a member of the MMLSC Board.

Club equipment is not to be transported from the club without approval from a MMLSC board member (excluding LSV endorsed carnivals). The member is responsible for any damage to equipment that is borrowed for training away from MMLSC.

Any member wishing to use club equipment during patrol times must seek permission from the patrol captain and complete the Equipment Borrowed Log Book.

Surf Rescue Boards are to be used by SRC's and Bronze Medallion Holders only

### 10.3.5 Policy Breaches and Consequences

A breach of this policy may result in disciplinary action from MMLSC. A breach of this policy may also amount to breaches of other MMLSC policies.

(Last updated: June 2021)

## 10.4 Policy selection of Teams for State & National Championships

### 10.4.1 (a) Appointment of the MMLSC Surf Sports Selection Committee

As determined by the relevant coordinator/s\* (juniors / seniors / masters / IRB), all major events / carnivals will require the formation of a Surf Sports Selection Committee. Selection of Juniors / Seniors / Masters MMLSC Competition Selection Committee shall:-

- a) Comprise three (3) representatives, appointed by the relevant Director/s.
    - i) Such representatives are to be selected on the basis of impartiality, sound understanding of the requirements of competition and some exposure to participants either through coaching or administrative roles.
    - ii) All relevant Coordinator/s shall appoint one selector as chairperson who at the request of the Coordinator/s shall convene selection meetings. The Chairperson shall, under the direction of the Coordinator/s, be the MMLSC spokesperson on team selection matters.
  - b) Be responsible to the Director/s and the MMLSC Committee.
  - c) For all major representative teams, select individual athletes and teams as per the relevant MMLSC selection policy (see 10.6.2).
  - d) Receive administrative support from the relevant Director.
- 10.4.1(b) The announcement of individuals and teams shall be carried out in accordance with the MMLSC selection policy.
- 10.4.1(c) The relevant Director/s will take responsibility for, or oversee appointed selectors for individuals and teams to compete in regular surf sports events not covered above. In the interests of impartiality and avoidance of risk, the relevant coordinator can nominate alternate selectors for such events or require a team approach to selection.

*\* For the purpose of this document, the term relevant coordinators refers to the person who is responsible for the Junior, Senior or Masters programs as nominated by the MMLSC Committee. This may include the Club Captain for Masters events or the nominated equivalent.*

### 10.4.2 (a) MMLSC Surf Sports Selection Policy Statement (Major events)

SELECTION CRITERIA - MAJOR EVENTS AS DETERMINED BY THE RELEVANT COORDINATOR/S (JUNIORS / SENIORS / MASTERS)

- a) The selection criteria (for consideration by the appointed selection committee, see X.1) for selection to the MMLSC Surf Sport Team for major events may include the following:
  - i) have fulfilled any requirements of the organisation to qualify for the event;
  - ii) be in good standing with their club and regional organisations;

- iii) demonstrated attitude and commitment to MMLSC exhibiting behaviour that consistently reflects the values, ethos and interests of both the MMLSC and its individual members;
- iv) demonstrated and/or potential ability to work with the team support, officials and other team members;
- v) satisfactorily attended scheduled club training activities (ie. 50% attendance Friday night Nipper training for juniors);
- vi) current performances in both training and competition being any such performances that have occurred within the current season;
- vii) the member's current level of skill and physical fitness for the nature of the event that is being selected;
- viii) consideration of individual workload, team balance or structure, leadership, and a focus on participation
- ix) any current or potential injury or condition which will impact the athletes health or safety;
- x) any other factor considered relevant in the circumstances.

No particular selection criteria shall be weighted more or less significantly by reason only of the order in which that criterion appears in this Policy.

#### **10.4.2 (b) Determination of Athlete's criteria for Junior selection**

- a) All Age Managers and Age Manager Assistants are to keep a record of each competitor's during training and carnivals. Age managers and Assistants will provide the selection panel with this information together with their own team selection recommendations. This information in conjunction with recent carnival results, training and time trial information will be used by the selection panel to make their decisions. The selection panel is encouraged to seek additional data from multiple sources to inform their decisions.

#### **10.4.2 (c) Notification of Policy**

- a) This Policy shall be available upon request to all members of MMLSC.
- b) Any change in the Criteria or this Policy shall require support from the MMLSC committee.

#### **10.4.2 (d) Selection Procedure**

- a) The Selectors shall select the team in accordance with such time or other constraints or requirements as are required or appropriate.
- b) All members of MMLSC wishing to be considered for selection must complete and sign any relevant Application for Selection document where applicable and return it to the appropriate person prior to the deadline specified on the form. The relevant coordinator/s or selection panel may accept a completed form from one of their respective members after this time at their absolute discretion.

- c) The Selectors shall have total discretion in selection and may have regard to any one or more of the Criteria in any selection process.
- d) The decision of the Selectors shall be provided to the relevant coordinator
- e) If selectors cannot agree on the selected team the appointed Chair of Selectors shall make the final decision.
- f) The selectors may meet with non selected athletes to explain their decision.
- g) The Club Captain or Age Managers may not select an athlete for an event where the Selectors in selecting athletes have determined that another athlete is to compete in that event. However, if illness, injury (or potential for illness, injury) or voluntary withdrawal occurs during competition, the team captain or Age Managers may select a replacement in a specified event in terms of the conditions of the competition being contested. If an athlete brings the club into disrepute through unsportsmanlike behaviour or poor conduct, the Age Manager in consultation with the club captain or Junior Coordinator may select another athlete in their place for all remaining events.
- h) The Selectors may from time to time in their discretion select a person who is not otherwise under consideration. This may occur in circumstances such as illness, newly obtained citizenship or otherwise.

#### **10.4.2 (e) Notification to Relevant Parties**

- a) As soon as reasonably practicable, notification of the selected persons shall be publicly announced by the Chair. Such notification shall also provide detail of the nominee's grievance procedures as described in this policy.
- b) The Chair shall be available to correspond with any nominees if required.

#### **10.4.2 (f) Removal from a selected team/event following notification but prior to the carnival**

- a) Any member who:
  - i) Voluntarily withdraws their application for selection prior to the event;
  - ii) breaches or fails to observe this Policy, in relation to selection and the selection criteria;
  - iii) by reason of (current or potential) illness or injury is unable to perform in the opinion of the Club Captain or Junior Coordinator and Age Manager after receiving advice from a paramedical or medical officer and consultation with the athlete and athlete caregiver;
  - iv) breaches or fails to fulfil a requirement of the SLSA or MMLSC (as applicable) including maintaining appropriate behaviour that consistently reflects the positive values, ethos and interests of the MMLSC and its membership;
  - v) is ineligible for selection to, or continued membership of the MMLSC Surf Sports Team.

### **10.4.2 (g) Removal from a selected team/event during the carnival**

The team captain or Age Managers may not remove an athlete from an event where the Selectors in selecting athletes have determined that athlete is to compete in that event. However, if illness, injury (or potential for illness, injury) or voluntary withdrawal occurs during competition, the team captain or Age Managers may select a replacement (first listed emergency) in a specified event in terms of the conditions of the competition being contested. If an athlete brings the club into disrepute through unsportsmanlike behaviour or poor conduct, the Age Manager in consultation with the club captain or Junior Coordinator may select another athlete in their place for all remaining events. Imposed removal from any event must involve a discussion with the parent or caregiver preferably by the Club Captain, Junior Coordinator or senior representative of the MMLSC Committee. Parents, caregivers or Age Managers must not pressure participants to compete in any event where the athlete has expressed a desire to voluntarily withdraw.

### **10.4.2 (h) Grievance Procedure**

- a) Aggrieved person/s may lodge a grievance against a failure of club representatives to comply with the procedures set down in this Policy. Whilst this will most likely not impact decisions made by selectors, the process will be used to inform future practice.
  - i) Any grievance against a decision associated with selection must be made to the President of the MMLSC within 14 days of the event.
  - ii) The appeal must be lodged in writing with the respective President setting out the:
    - (1) particular concern in question including any relevant details, reasons or circumstances supporting the grievance
    - (2) Upon receipt of the grievance, the President of the club may convene a meeting with relevant parties to determine an appropriate course of action should the grievance be of substance.
    - (3) A written response will be made to the aggrieved person/s regarding the outcome of the process.

## **10.4.3 MMLSC Surf Sports Selection Policy Statement - Junior carnivals**

### **Policy Philosophy and Framework**

The aim of the selection policy for junior carnivals is to underpin the philosophy of maximum participation by all nippers in both individual and team events. It is the intent of this policy that all nippers will be given equal opportunity to compete on an event rotation basis with a focus on participation. Actual ability at the time of the competition does not accurately predict future performance therefore the club should strive to provide all children with a positive exposure to competitive events.

These events should be viewed as learning environments in which the aim is to retain, prepare and develop as many athletes as possible in order to secure future participation. This will require an environment in which mixing ability groups, assigning experienced performers to act as leaders amongst inexperienced

performers and not always selecting the 'best' team is acceptable. Preparing athletes for success and failure through participation, socialisation and challenge are the underpinning focus.

It is also the intent of this policy to protect the interests of age managers and competitors alike. Where feedback has been provided to the junior coordinator/s regarding issues of selection or inclusion, it is the Junior Director responsibility to provide the 'selector' with additional support so they can conduct their role without threat or accusation.

### **10.4.3 (a) SELECTION RESPONSIBILITY**

The Junior Director and Junior Competition Manager hold indirect but ultimate responsibility for selection of individuals and teams in all junior carnivals that are not considered major events. Junior Director will nominate and oversee a person/persons deemed most suitable to undertake this role. Whilst Age Managers will be the most obvious choice to take on this responsibility, they are neither compelled to do so nor is it an entitlement of their role.

Selectors for junior carnivals shall:-

- a) Comprise a person or persons deemed appropriate by the Junior Director
  - i) Such representatives are to be selected on the basis of impartiality, an understanding of the requirements of competition and some exposure to participants either through coaching, Age Management or other relevant roles.
  - ii) In most cases selection responsibilities will fall on the designated Age Manager/s and the Age Manager Assistants (preferably more than one) however this is neither a right nor entitlement.
  - iii) Adopt a team approach to selection (wherever possible) providing for a varied opinion and limiting risk associated with potential conflicts of interest.
- b) Be responsible to the Junior Director and the MMLSC Committee.
- c) Receive administrative support from the relevant Coordinator.

### **10.4.3 (b) SELECTION CRITERIA – Junior Carnivals**

The selection criteria (for consideration by the selector/s) for selection to the MMLSC junior carnival may include the following:

- i) have fulfilled any requirements of the organisation to qualify for the event;
- ii) be in good standing with their club and regional organisations;
- iii) demonstrated attitude and commitment to MMLSC exhibiting behaviour that consistently reflects the values, ethos and interests of both the MMLSC and its individual members;
- iv) demonstrated and/or potential ability to work with the team support, officials and other team members;

- v) satisfactorily attended club training activities (ie. 50% attendance Friday night Nipper training);
- vi) the member's ability to voluntarily, safely and without threat to self-esteem complete the required event;
- vii) consideration of: individual workload; learning opportunities; equal opportunities of all children to compete; leadership; and participation;
- viii) any current or potential injury or condition which will impact the athletes health or safety;
- ix) any other factor considered relevant in the circumstances.

#### **10.4.3 (c) Determination of Athlete's criteria for Junior Carnival selection**

All Age Managers and Age Manager Assistants are to keep a record of each competitor's attendance at training. Age managers and Assistants will collect information on who has competed in what events in previous competitions in order to ensure equal opportunity to compete on an event rotation basis. Performance and entering the 'best' team should not form the basis of selection regardless of the participant's or parent's desires. The selector (note this may be the Age Managers and Age Manager Assistants) will use this information to inform their decisions. The selector is also encouraged to seek additional data from multiple sources – including participants on an individual level.

#### **10.4.3 (d) Notification to Relevant Parties**

It is reasonable for participants in junior carnivals to have an idea of the events they will be entering as early as possible in order to mentally and physically prepare. As soon as reasonably practicable (note this may be on the day of the carnival) the selector will notify participants publicly of the proposed individual and team selections.

#### **10.4.3 (e) Removal from a selected team/event following notification**

MMLSC members may not remove an athlete from an event where the designated selector/s, in selecting athletes, have determined that athlete is to compete in that event. However, if illness, injury (or potential for illness, injury) or voluntary withdrawal occurs during competition, the Age Managers may select a replacement (first listed emergency) in a specified event in terms of the conditions of the competition being contested. If an athlete brings the club into disrepute through unsportsmanlike behaviour or poor conduct, the Age Manager in consultation with the club captain or Junior Coordinator may select another athlete in their place for all remaining events. Imposed removal from any event must involve a discussion with the parent or caregiver preferably by the Club Captain, Junior Coordinator or senior representative of the MMLSC Committee and must be followed up with a written report to the Junior Coordinator. Parents, caregivers or Age Managers must not pressure participants to compete in any event where the athlete has expressed a desire to voluntarily withdraw.

(Last updated: June 2021)

## 10.5 Reimbursement for Towing Equipment/IRB Trailer to Life Saving Competitions and sanctioned club events

### 1. PURPOSE

To outline guidelines and requirements of MMLSC members seeking reimbursement of travel costs incurred whilst towing the club's laden competition or IRB trailer to LSV endorsed events within Victoria.

### 2. POLICY APPLICATION

MMLSC will reimburse fuel expenses incurred by any financial member of MMLSC wherein the MMLSC competition or IRB trailer loaded with equipment has been towed to a Nipper, Senior, Masters or LSV endorsed carnival/event within Victoria at the prevailing ATO cents per kilometre rate.

### 3. POLICY COVERAGE

The rate of reimbursement for travel expenses is calculated using the prevailing ATO cents per kilometre rate and the most direct route from MMLSC to the venue using Google Maps.

The club will not reimburse any fees for the Sorrento to Queenscliff ferry.

### 4. PROCEDURE FOR LODGING A CLAIM

Complete a club Reimbursement Form (available on the Club's website) and forward to the Club's Treasurer for authorisation.

### 5. ACCIDENT EXPENSES

MMLSC will not be responsible for the payment or repayment of any accident expenses incurred by a financial member whilst conducting an activity for the club.

These expenses are the responsibility of the person who incurs them. MMLSC recommends that drivers have adequate vehicle insurance and ambulance subscription.

### 6. POLICY BREACHES AND CONSEQUENCES

A breach of this policy may result in disciplinary action from MMLSC. A breach of this policy may also amount to breaches of other MMLSC policies.

See APPENDIX C for the current reimbursement rates

(Last updated: June 2024)

## 11. SOCIAL MEDIA

### a) Purpose

Social media (see b for definition) offers the opportunity for people to gather in online communities of shared interest and create, share or consume content. As a member-based organisation, Surf Life Saving Australia (SLSA) recognises the benefits of social media as an important tool of engagement and enrichment for its members. SLSA, its state centres, branches and clubs have long histories and are highly respected organisations. It is important that Surf Life Saving and Mount Martha LSC's reputations are not tarnished by anyone using social media tools inappropriately, particularly in relation to any content that might reference the organisation. When someone clearly identifies their association with Surf Life Saving (SLS) and or Mount Martha LSC, and/or discusses their involvement in the organisation in this type of forum, they are expected to behave and express themselves appropriately, and in ways that are consistent with SLSA's stated values

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

b) Scope

This policy applies to Mount Martha LSC, staff or any individual representing themselves or passing themselves off as being a member of Mount Martha LSC. This policy covers all forms of social media. Social media includes such activities as:

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

The intent for this policy is to include:

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

c) Guiding Principles

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

d) Usage

Whatever you do online

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

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

Official MMLSC blogs, social pages and online forums

When creating a new website, social networking page or forum for club member use, care should be taken to ensure the appropriate executive committee approval has been obtained. Similarly, appropriate permissions must be obtained for the use of logos or images. Images of minor children may not be replicated on any site without the written permission of the child's parent and/or guardian.

When using official MMLSC blogs, social pages and online forums, please remember the following:

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

e) Consideration towards other members when using Social Networking sites

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

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

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

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

f) Friends & Connections

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

g) Breach of Policy

A breach of this policy may result in disciplinary action from MMLSC. A breach of this policy may also amount to breaches of other MMLSC policies.

h) Consultation or Advice

If you are unsure as to your rights, liabilities or actions online and you would like some clarification, please discuss in the first instance with the **Vice President**, or a member of the Executive Committee.

(Last updated: June 2021)

## **12. ICEBERGERS**

a) Purpose

To detail the membership and operations of the Sub-Group of the Mount Martha Life Saving Club (MMLSC) allowable under the MMLSC Constitution. This Group of Members under this By Law will be known as the 'Icebergers'.

#### **Details**

- **Guidance**

The MMLSC Board provides approval for the formation of a sub-group within the MMLSC, being a group of members who as a group shall offer swimming opportunities on every day of the year and that this group as a membership classification is consistent with the intent of the SLSA community membership classification.

Further, where the club intends to implement a sub-group such as the Icebergers then this classification, should be approved by the MMLSC Board of a specific By Law to govern the defined activities and requirements of this sub-group membership.

- **Iceberger Group Membership as a sub-set of MMLSC members and have to be membership in accordance with the requirements of the MMLSC Constitution**

The MMLSC Board approves the establishment of the sub-group Iceberger membership in support of the ongoing operation of the Icebergers: The activity complies with the requirement of being 'in support of the objects of the Association'. The membership classification is approved on an ongoing basis, with the fees and entitlements reviewed annually.

- **Background of this Group membership classification**

The Icebergers are not an association or entity with legal standing. They are an organised and established sub-group that has existed for over 20 years and for that time have at least informally co-existed at the MMLSC facility and this is a continuation and formalization of the Iceberger sub-group, the following reasons provide for the mutual benefits between the Icebergers and the Club in that:

- The Mount Martha Icebergers are historically connected to MMLSC;
- An opportunity exists for membership of the MMLSC and greater utilization of MMLSC facilities; and
- A broader base for MMLSC membership that may lead to opportunities for further involvement in broader club activities.

- **Membership Requirements**

Persons approved for Iceberger sub-group membership of the MMLSC must meet the following requirements:

- Must be a member of MMLSC within the category of membership as detailed in the Constitution and By-Laws and abide by the requirements of that Membership type;
- Must be 16 years or older as at the 30 September of the membership year (no junior members may join the Icebergers sub-group)
- Must provide a Victorian Working with Children Check if aged 18 years or older prior to registration and this must remain current throughout the term of membership
- Must comply with all the requirements of general membership, including the Code of Conduct

Administrative processes and time frames will be consistent with other membership classifications.

- **Membership Benefits and Limitations**

A member approved as part of Iceberger sub-group has:

- access to the club ground floor amenities, specifically the general space, shower , steam room and change rooms.

MMLSC states that the above use of facilities is only permitted for MMLSC club members and that no MMLSC club members shall provide access to MMLSC facilities by any non-members of MMLSC, even if that person swims regularly or irregularly with the Icebergers. There is an expectation that non-members would be able to use the external community facilities provided.

The use of club equipment for activities other than open water swimming is not included. Competition surf craft is not available for use by Iceberger sub-group members.

- **Swimming Conditions**

Pollution - Currently Life Saving Victoria advise to close beaches when the EPA rating of a beach is poor due to pollution, MMLSC follows this recommendation and states that is preferred there are no Iceberger swimming on days deemed or identified as Poor by the EPA at <https://www.epa.vic.gov.au/check-air-and-water-quality> then any Iceberger swimming shall not be sanctioned by MMLSC and the person shall swim under their decision and liability.

Lightning – Icebergers shall also monitor local lightning and apply their risk determination utilising [http://www.bom.gov.au/nsw/sevwx/safety\\_tips.shtml](http://www.bom.gov.au/nsw/sevwx/safety_tips.shtml) for guidance, any Iceberger swimming shall not be sanctioned by MMLSC and the person shall swim under their decision and liability.

(Updated: August 2025)

### 13. VERSION HISTORY

<b>1.0</b>	Final	06/06/2021	Bec Gibbs
<b>2.0</b>	Draft	31/05/2024	David Mowat
<b>2.0</b>	Final	12/06/2024	David Mowat
<b>2.1</b>	Draft	12/06/2024	David Mowat
<b>2.1</b>	Draft - updates	17/06/2024	David Mowat
<b>2.2</b>	Draft - updates	25/04/2025	David Mowat
<b>2.3</b>	Draft - updates	31/08/2025	David Mowat
<b>2.3</b>	Draft - further updates	11/03/2026	David Mowat
<b>3.0</b>	Ap	April 2026	David Mowat

## APPENDIX A - Special General Meeting Notice Template

**Mount Martha Life Saving & Swimming Club Inc.**

—

**NOTICE OF SPECIAL GENERAL MEETING (insert Date)**

**To be held at the (Insert location)**

**Commencing at (Insert Time).**

The Mount Martha Life Saving Club is an Incorporated Association, registered under the *Associations Incorporation Reform Act 2012 (Vic)*.

Notice is hereby given of the intention to propose a Special Resolution, in accordance with the Act, and the existing Rules of the Mount Martha Life Saving Club Inc.

**Details of the proposed Special Resolution.**

(Insert)

**Additional Notes.**

(Insert)

**Special Resolution procedure.**

The notice advising of a special resolution must:

- set out the full details of the proposed special resolution.
- provide at least 21 days' notice of the meeting (in accordance with the rules) to all members entitled to vote.
- specify the intention to propose the resolution as a special resolution at that meeting.

A special resolution is passed if:

- the notice requirements above have been met if at least three-quarters of the members at the meeting, who are entitled to vote, vote in favour of the resolution either in person or by proxy.
- any additional requirements in the association's rules relating to special resolutions have been met
- the chairperson declares the resolution has been carried, unless a poll is demanded. Following the dealing with the special resolution, the normal meeting agenda will be followed.

## **Mount Martha Life Saving Club – By-Laws**

Members are encouraged to ask any questions about the draft “Rules”. Please address your questions or comments to the Secretary. Forms for voting by proxy are also available from the Secretary.

(Last updated: June 2021)

## APPENDIX B - Life Member Nomination Form

### Life Membership Nominations for Mount Martha Life Saving Club

Nominations for Life Membership of Mount Martha Life Saving Club are now being called for. The procedure for submitting nominations and the time frame are as follows:

- Proposers and Seconders wishing to put forward a Life Membership nomination must complete the attached Life Membership Nomination Form and supply the requested nominee information. The nomination must be endorsed by a current Life Member.
- The decision to award membership shall be assessed on the member's contribution to such areas as training, patrolling, administration, competition, engagement with the community both within and beyond the club over a 15 or more year period.
- The prospective candidate should be a leader, innovator and role model, adhering strongly to the club's code of conduct and respectful of the club's history and culture.
- They will be perceived as having a level of experience and wisdom around club activities.
- Their service should be voluntary, embracing and enhancing the club's culture of acceptance, inclusivity and healthy living.
- The club membership knows that the club values these members.
- The prospective candidate must be a financial member of the club.

#### HOW TO MAKE A NOMINATION FOR LIFE MEMBERSHIP

The nomination for Life Membership contains 3 parts:-

**Part 1:** Life Member Nominee summary.

**Part 2:** Life Member Nominee endorsement.

**Part 3:** Life Member Nominee overview (400 words or less)

The Life Membership Nomination Form and supporting documentation is to be returned to the Club Administrator by 31st March each year. Late nominations will not be accepted.

By Post:

Private & Confidential

Mount Martha Life Saving Club

PO Box 462

Mount Martha 3934

Email: [admin@mmlsc.com.au](mailto:admin@mmlsc.com.au)

**MOUNT MARTHA LIFE SAVING CLUB  
LIFE MEMBER NOMINATION FORM**

<b>PART 1: LIFE MEMBER NOMINEE DETAILS</b>	
<b>NOMINEE'S NAME</b>	
<b>ADDRESS</b>	
<b>TELEPHONE</b>	
<b>YEAR JOINED MMLSC</b>	

We, current financial members of Mount Martha Life Saving Club, declare that the information in this nomination is true to the best of our knowledge and propose the nominee to be considered for Life Membership of Mount Martha Life Saving Club. Our nomination is also endorsed by a current Life Member

<b>PART 2: LIFE MEMBER NOMINEE ENDORSEMENT</b>	
<b>NOMINATOR</b>	
<b>NAME</b>	
<b>EMAIL</b>	
<b>PHONE</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	
<b>SECONDER</b>	
<b>NAME</b>	
<b>EMAIL</b>	
<b>PHONE</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	
<b>LIFE MEMBER ENDORSEMENT</b>	
<b>NAME</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	

The Nominator to summarise the Nominee’s achievements according to the following criteria:-

- The decision to award membership shall be assessed on the member’s contribution to such areas as training, patrolling, administration, competition, engagement with the community both within and beyond the club over a 15 or more year period.
- The prospective candidate should be a leader, innovator and role model, adhering strongly to the club’s code of conduct and respectful of the club’s history and culture.
- They will be perceived as having a level of experience and wisdom around club activities.
- Their service should be voluntary, embracing and enhancing the club’s culture of acceptance, inclusivity and healthy living.
- The prospective candidate must be a financial member of the club.
- The club membership knows that the club values these members

**PART 3: LIFE MEMBER NOMINEE ACHIEVEMENTS**

(400 words or less according to the above criteria)

**HOW TO COMPILE YOUR NOMINATION:**

Your nomination must consist of a 400 word (or less) overview of the nomination plus the listing of the nominee's achievements as detailed below:

1. Outline in 400 words or less, why the nominee should be awarded MMLSC Life Membership.

List in point form from the following where relevant (and any other matters):

- The nominee's sustained and positive service to lifesaving at MMLSC;
- The nominee's personal achievements that have impacted on MMLSC from their service to either State, National or International levels if any;
- The nominee's volunteer roles held at MMLSC, State, National or International level in any area of lifesaving;
- The nominee's club membership history, awards held, honours/qualifications gained.

**BACKGROUND NOTES:**

- Testimonials are welcomed to support the nominee's achievements (awards, citations, Annual Reports)
- Should the nominee hold membership with more than one club, how has this assisted their service to MMLSC?
- Nominations for consideration must be submitted to the Club Administrator of MMLSC by 31st March each year.

## APPENDIX C - Payment Rates for Towing Competition or IRB Trailer

Payment Rates for members, Towing Equipment Trailer or Powercraft to Life Saving Carnivals OR Sanctioned Events:

### NOTES

- If you wish to claim for towing the trailer or IRB to carnivals you will be reimbursed at the below rates.
- Rates are based on the most direct route from MMLSC to the venue using Google Maps. Rates are the ATO mileage rate.
- Rate to be reviewed for tax year 1 July 2026.
- Venues will be added as required.
- Travel to interstate venues to be agreed prior to departure.

### PAYMENT RATES BY VENUE

Venue (Victoria ONLY)	Distance Kms (Return)	2025/26 Rate \$0.88
Frankston LSC	36	\$31.68
Point Leo SLSC	52	\$45.76
Chelsea Longbeach LSC	56	\$49.28
Mordialloc LSC	68	\$59.84
Mentone LSC	74	\$65.12
Half Moon Bay SLSC	86	\$75.68
Hampton LSC	94	\$82.72
Elwood LSC	108	\$95.04
South Melbourne LSC	120	\$105.60
Sandridge LSC (LSV)	143	\$125.84
Altona LSC	186	\$163.68
Inverloch SLSC	244	\$214.72
Bancoora SLSC	358	\$315.04
Jan Juc SLSC	358	\$315.04
Torquay SLSC	360	\$316.80
Cosy Corner	360	\$316.80
13th Beach SLSC	364	\$320.32
Ocean Grove SLSC	374	\$329.12
Anglesea SLSC	376	\$330.88
Fairhaven SLSC	400	\$352.00
Lorne SLSC	434	\$381.92
Seaspray SLSC	468	\$411.84
Apollo Bay SLSC	542	\$476.96
Lakes Entrance SLSC	620	\$545.60
Warrnambool SLSC	662	\$582.56

(Last updated: March 2026)

## APPENDIX D - Club Hire Policy

### Authorisation

This policy was adopted by the Mount Martha Life Saving Club (MMLSC) Committee of Management, at Committee meeting, on 9<sup>th</sup> July 2019

### Review Date

This policy shall be reviewed in March 2021 or earlier if necessary

### Purpose

To outline requirements and guidelines for the hire of Mount Martha Life Saving Club.

The term Club refers to the following areas:

- The front entrance
- The stairs
- The upstairs function rooms, balcony, toilets and kitchen.

### Scope

#### To whom does it apply and when?

The policy applies to all Committee members however the Club Administrator or elected Bookings Officer committee member is nominated by the Committee to manage the Club Hire, subject to committee approval of all Club Hire Applications.

## GENERAL INFORMATION

### Who can hire the club

The Club is available for wedding receptions, engagement parties, dinner parties, luncheons, birthday parties. Birthday parties for 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup> or similar types of functions will not be considered.

### Hire Period

The Club is available for hire outside of the Life Saving Club peak patrol season. Three peak dates may be booked for private club hire during the peak patrol season, dates determined in consultation with the Junior Director and may only be on dates when Nippers is not taking place (e.g. during Christmas/New Year break, Master comp weekend, Junior State Championships, Melbourne Cup Weekend)

### Occupancy Rate

The Club has two function rooms available for hire. The medium room can seat up to 50 people or a maximum of 90 people for a stand-up buffet/cocktail function inside plus depending on the weather the outside deck is available. The large room can seat up to 90 people or a maximum of 200 people for stand-up buffet/cocktail functions inside plus depending on the weather the outside deck is available. The maximum occupancy rate is 200 people.

### Facilities included for the hirer's use

Full kitchen facilities are available. Included, for the hirer's use, are:

- 20 rectangle trestle tables (L180 x W75 cm)
- 100 plastic chairs
- Cutlery and dinner plates for 90 settings
- 50 coffee mugs
- 90 Soup/Noodle bowls
- Glassware – 48 wine glasses and 48 champagne flutes
- 48 highball and other minimal glassware
- Some serving dishes and other crockery
- Kitchen facilities – stove, oven, refrigerator, urn, dishwasher (detergent and dishwasher powder provided)
- All tea-towels, garbage bags, linen, etc must be provided by the hirer or their caterer. Please bring these requirements to the notice of your caterer.
- Heating & Cooling split-system
- 3 x Gas barbeques, gas supplied via Mains

Note: no stereo audio equipment is available for hirer use. Hirer to arrange own music.  
Hirers also supply their own electrical extension lead/s, if required.

#### **ALCOHOL & BAR FACILITY**

ALCOHOL is not permitted past the upstairs area, this includes the outside car park and the beach areas. Hirers risk losing their security deposit if it is found that they, or any member of their party, have taken alcohol outside of the licensed area.

No alcohol is to be served after 11.30pm and the premises must be vacated by 12 midnight

No alcohol is to be served to persons under 18 years of age, as per Victorian law.

#### **Bar Service**

The liquor license trading hours are:

Saturday:                      Between 12 noon and 11.30pm

Sunday:                        Between 12 noon and 11.00pm

Monday to Thursday:    Between 5pm and 10.00pm

Friday:                         Between 5pm and 11.30pm

#### **Bar Staff Requirements**

Up to 30 guests - 1 Manager

31-70 guests - 1 Manager & 1 bar staff

71-140 guests - 1 Manager & 2 bar staff

141-200 guests - 1 Manager & 3 bar staff

**The bar will close 30 minutes before the liquor license trading hours and the premises must be vacated 30 minutes after this time.** Bar staff will be paid until all guests have left the premises.

Hirer to discuss liquor requirements with MMLSC Bar Manager at least fourteen (14) days prior to function date, to ensure hirer's requirements can be arranged. Email [bar@mmlsc.com.au](mailto:bar@mmlsc.com.au)

No alcohol is to be brought on to the premises. MMLSC licence allows only, for alcohol to be sold over the bar, by RSA approved members. Liquor licensing rules apply. Only people over the age of 18 years are permitted to consume alcohol. Proof of age must be presented upon request. MMLSC has the right to refuse the sale or consumption of alcohol to / by any intoxicated person, at the discretion of bar personnel or a club official.

## **APPLICATION FOR HIRE AND BOOKING**

### **Application to hire**

Enquiry forms are located on the MMLSC website ([www.mmlsc.com.au](http://www.mmlsc.com.au)). The application must state the purpose for which the clubroom is being booked, the day and hour of commencement and completion of the function and must contain the applicant's undertaking to comply with the *Conditions of Club Hire*. The application must be signed by the applicant. All functions must be in the name of an adult over 21 years. If an amendment is required to the original application, it must be agreed to by both parties.

It is implicit in the hiring of facilities that the onus is on the hirer to ensure that their function is conducted in a safe and orderly manner.

### **Setting Up**

The setting up for the function is the sole responsibility of the hirer and/or hirer's agent(s). Set up time availability may vary depending on club needs and other functions. Required set up time is to be stated on application. MMLSC will endeavour to accommodate the requirements of hirers where possible.

Decorations including fabric on ceiling are allowed provided that club boards displayed in rafters of ceiling, flags, lights and projector are not to be removed or interfered with and that all decorations are removed at end of function. Decorations must not be pinned or nailed to walls, blu-tac may be used. All decorations must be removed at the end of the function.

### **Confirmation of Booking**

Booking will not be confirmed until the application form is completed, signed and returned to the Club Administrator or Club Hire Coordinator.

Application can be returned by one of the following methods:

- i) **Scan and email** to [privateclubhire@mmlsc.com.au](mailto:privateclubhire@mmlsc.com.au)
- ii) **Post** to Club Administrator – PO Box 462 Mount Martha 3934
- iii) **In person** – **by agreement and arrangement with the club**

There is to be no private functions booked the following day after a club function or event without committee approval.

### **Approval**

All Club Hire applications that do not meet the criteria are to be presented to the Committee of Management for approval at monthly committee meetings. In addition, a summary of all Club Hire bookings is to be provided at monthly committee meetings.

### Club Hire Fees

#### *Non-Refundable Deposit:*

A deposit of 50% of scheduled club hire fee (non-refundable) must be paid within two weeks of making the booking. If not received by this time, the said booking is deemed to be cancelled and that date can be re-hired.

The balance of the club hire fee and security bond is to be paid 14 days prior to the function. The fees shall be in accordance with the Club Hire Fee Schedule.

#### *Security Bond:*

A Security Bond of \$500 is payable for all bookings. The security bond is held as guarantee and compliance with the *Conditions of Club Hire* and is security against damage to the club building (including fencing), fittings or furniture, and any additional cleaning required, caused by the hirer, their guests or their caterer. The hirer shall be liable on demand by MMLSC to pay the full cost of such damage. Should the hirer not fulfil the conditions of hiring, the security bond money shall be forfeited and become the property of MMLSC as liquidated damages.

If there is no breach of the *Conditions of Club Hire* or damage to the building or contents, and provided the premises are left in a clean and tidy condition, a cheque refunding the security bond will be forwarded to the hirer within a fourteen (14) day period from the conclusion of the booking or if Security Bond was held in cash, amount will be returned immediately after the post inspection is completed.

#### *Pre & Post Inspections:*

A pre & post inspections report is to be completed by Club Hire Coordinator or delegated committee member for all private functions. The Club Hire Coordinator is to submit the *Club Hire Inspection* report to the Treasurer to arrange refund of Security Bond.

### Payment

Payment of fees can be made by one of the following methods:-

1. **Credit Card** using the online SLSA Payment Gateway. To pay online, please [CLICK HERE](#) enter "Mount Martha" as your club/service. Please include name and date of function in the "Name and meaningful payment details" line.
2. Post a **cheque** payable to "Mount Martha Life Saving Club", PO Box 462, Mount Martha 3934.
3. **Direct Deposit Bank Transfer** to Mount Martha Life Saving Club  
**BSB 633-100 Account Number 125993063**  
Ensure your name and as much detail as possible is recorded in the details section of bank transfer.  
Email: [privateclubhire@mmlsc.com.au](mailto:privateclubhire@mmlsc.com.au)

### Cancellation of Booking

**By MMLSC** – The MMLSC reserves the right to cancel any bookings by giving notice to the hirer no later than thirty (30) days prior to the proposed booking date. MMLSC accepts no liability in the matter whatsoever. Should it be necessary for MMLSC to cancel any booking, all fees paid in respect of that booking will be refunded.

**By the Hirer** - Should the hirer desire to cancel a booking, the MMLSC will not be liable to refund any fees paid unless notified of the cancellation in writing at least thirty (30) days prior to the booked date. The refund does not include the non-refundable deposit.

## **CLUB HIRER'S RESPONSIBILITIES**

### **Cleaning**

All cleaning is to be done immediately following the function. The premises must be left in the condition it was found prior to the hire. The hirer is responsible to:-

1. remove all rubbish, refuse and waste from inside the building and place in the correct bins provided in the club house. MMLSC is an active recycler and expects hirers to conform to this policy and utilise recycle bins. Caterers are expected to take away their own rubbish.
2. empty any open beverages down the sink and mop up any spillages
3. leave the kitchen in a clean and tidy condition with all crockery and cutlery put away in good order and condition.
4. return all club equipment (chairs, BBQ, heater etc) inside the building

MMLSC contracts a cleaner to clean floors, toilets etc following a function. Windows are also cleaned periodically. If cleaning is not satisfactorily carried out by the hirer or their caterer a charge will be deducted from the security bond. The amount of such deduction will be entirely at the discretion of the MMLSC committee.

Note: no confetti is allowed.

### **Damage**

The hirer shall be responsible for the costs of repairing all damage to the building, fixtures, or fittings and contents (fair wear and tear accepted) incurred during the use of the clubroom. The floors, walls or any other part of the building or fittings and furniture shall not be broken, pierced by nails or screws or staples or in any such manner or in any other way damaged. No stage property, decorations, electric lighting, naked lights of any kind or articles of similar nature shall be brought into the building without consent of the committee. All such articles and property together with any catering appliances or fittings shall all be removed by the hirer at the end of the function.

### **Insurance**

The hirer shall not do, or neglect to do, or permit to be done anything which will affect MMLSC insurance policy or policies relative to fire, or public risk in connection with the property and the hirer hereby agrees to indemnify MMLSC to the extent that such policies are affected through any such act of commission or omission.

The MMLSC through Surf Life Saving Australia (SLSA) Associations policy has affected public liability insurance which covers the hiring out of clubroom premises to both members and non-members alike. The cover provided is in respect of Club Liability and does not cover any Personal Liability attaching to a member or non-member. Therefore; **the hirer should hold their own Public Liability for the event and ensure any**

**contractors that they engage also hold appropriate Public Liability cover. Hirers will need to check their own householders policy for cover depending on type of event.**

It is essential that the hirer takes on a leadership role with “duty of care” implications for a function. It is understood that in taking responsibility for the function that the hirer agrees to fully indemnify MMLSC against any claim laid against it, either by members of the public or persons engaged in any activities associated with the event, who, as a result of the activity, suffer personal injury, property damage or financial loss.

#### **Music**

Hirer is to provide own music. Live music, jukebox or DJ is permitted provided the set up is inside (not allowed on deck).

#### **Noise**

We ask that you have every consideration to the residents who live nearby and minimise noise levels and unruly behaviour when leaving at the conclusion of your function. Premises must be vacated by 12.00 midnight.

#### **Lights**

MMLSC lights will automatically shut off at 12 midnight. It is the hirer’s responsibility to ensure that all guests have vacated the building by this time.

#### **Theft**

Neither MMLSC nor its members shall be liable for any loss or damage sustained by the hirer, or any person, firm or corporation entrusting to, or supplying any article or thing to the hirer, by reason of any such article or thing being lost, damaged or stolen. The hirer hereby indemnifies MMLSC against any such claim by any person or corporation in respect of such article or thing.

#### **Smoking**

The MMLSC is a non-smoking venue. Smoking is banned from all parts of the building (including balcony) and within 10 metres of a doorway.

#### **Disputes**

In the event of any dispute of difference arising as the interpretation of these conditions, or of any matter contained herein, the decision of MMLSC committee shall be final and conclusive.

For further information, please contact Club Hire Coordinator by phone 5974 4140 or email [privateclubhire@mmlsc.com.au](mailto:privateclubhire@mmlsc.com.au)

(Last updated: March 2026 - highlighted. Need to compare to current club hire docs)

## APPENDIX E - SURFGUARD USERS POLICY

### Responsible to

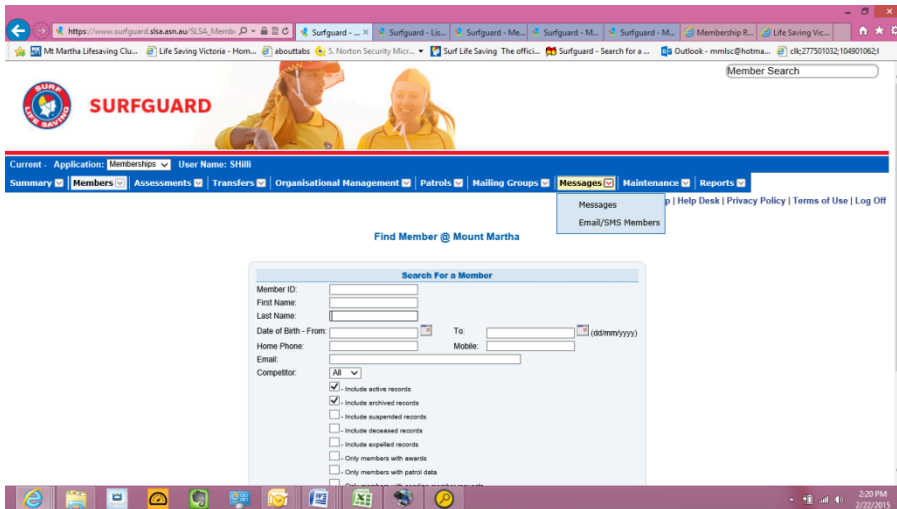
Secretary

### Guidelines

- Member profiles may only be amended by the Club Administrator, President, Life Saving Operations Manager and Patrol Captain.
- **Information available on Surfguard is confidential and should not be shared or used for personal use.**
- **SMS messages may only be sent between 8.00am & 9.00pm, no earlier or later.**
- All SMS messages must start with the intended recipient group in BLOCK CAPITALS, the message must then be in lower case. (e.g: “NIPPERS: Cancelled due to bad weather” “SENIORS: Registrations for comp due 4pm today” or “ALL MBRS: Renewing registrations now open”).
- Ensure abbreviations are commonly known, if unable to fit your message into the 140 character limit send an email instead.
- Always set criteria so that only required recipients receive messages. Internal groups can be made with selected recipients to avoid over communicating with the general member base.
- Please be considerate of the volume of messages sent. Some family members are in several mailing groups so can receive numerous messages on the same day. (e.g. a family with one Under 14 SRC member will receive texts from Nippers, Patrol, General Member info, Life Saving Ops Mgr, Carnival Registrar etc).

### Sending Email and SMS messages

- Open Surfguard
- Click Messages

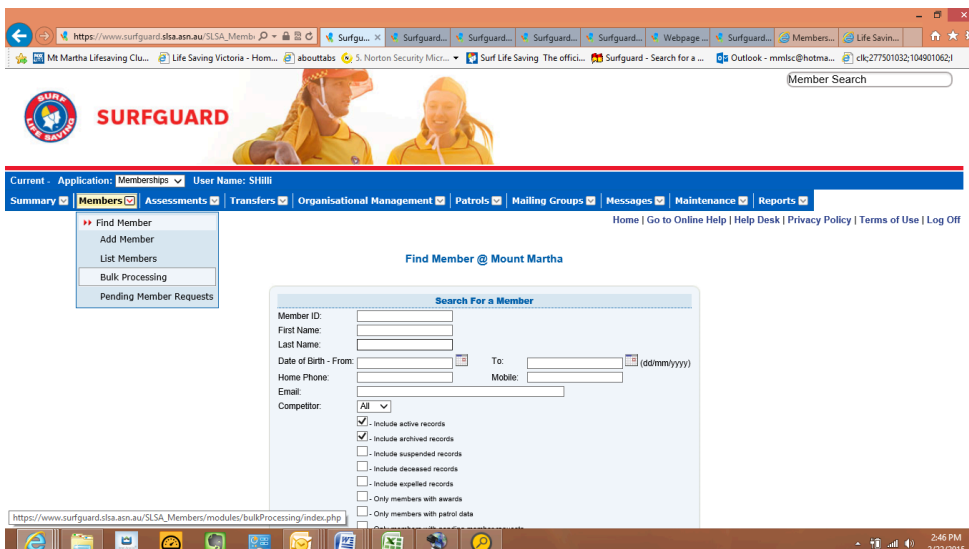


- Select Email/SMS Members
- Select Output Format
- For full membership message type current membership year (e.g. 2020 for 2020/2021 season)
- To refine criteria, select advanced search
- Narrow criteria by selecting Internal Groups, Age groups, Membership type etc
- Select Active and current membership year
- Email and SMS messages can be sent to full membership at once.
- Please note, an email or SMS will be sent to an address or number once only. A family may have 5 members with the same phone number, but they should receive only one message.
- Tick the Declaration box and select all.
- Ensure SMS messages are less than 140 characters. You will not be able to type past the 140 character range and may need to abbreviate your message.
- Click Send and wait for the “message sent close window” screen to appear.

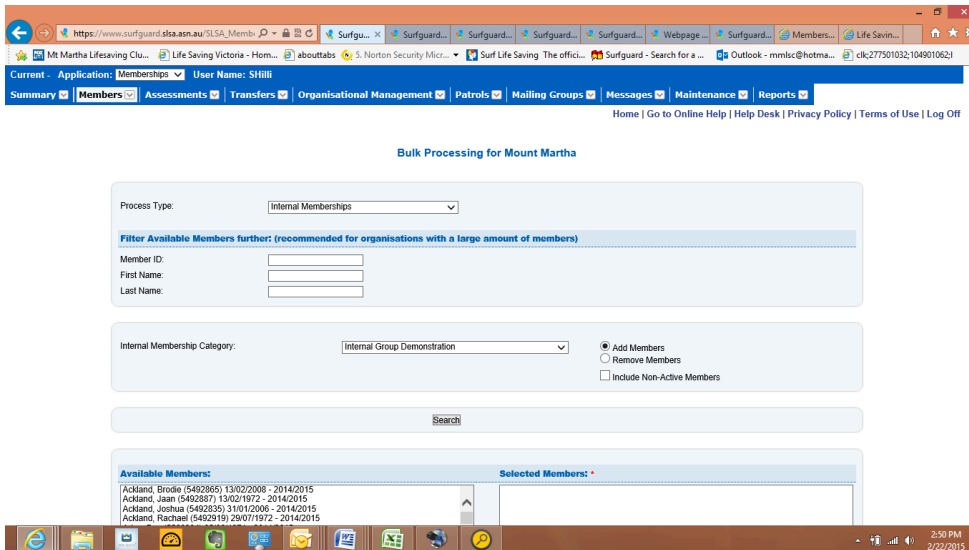
### Using Internal Groups

Setting up an Internal Group should be done by the Club Administrator, however individual users can maintain their own Internal Group membership.

- In the Members Tab, select Bulk Processing



- In process type drop box, select Internal Group
- In the Internal Membership Group drop box, select the required group
- Click Add Members, then search



- Scroll through members in the left hand side box, highlight required members, click the > arrow to move the member to the right hand side box
- When complete, select process.
- To view members in any group, select remove members. This will show who is in the group, members can be removed by highlighting their name, click the < arrow, select process.

Internal groups can be used to SMS and Email a select group of members. (e.g. Seniors text includes Seniors, their parents, coaches and managers).

A SurfGuard User Guide can be located by clicking on the ? at the top right hand corner of any SurfGuard screen. This will take you to the SLSA online help page - click on user guides and then on SurfGuard -> SurfGuard - this will take you to the User Guide.

Any questions/help regarding SurfGuard should be directed to the Club Administrator.

(Last updated: April 2026)