



**Woonona SLSC**

**Members Induction  
Manual/Code of  
Conduct**

**2010–11  
Season**

Amendments: September 2010  
Executive and Club position/ contact list updated  
Revised Competition policy added  
Other minor alterations...

Welcome!

Firstly, the Executive and Members of Woonona Surf Life Saving Club would like to take this opportunity to congratulate you on becoming a member of our proud Club.

As a new (or returning) member we would like to give you a small insight into our Club's workings and history, along with a list of Executive Members and their details to help you with any information you may require.

Woonona SLSC was formed in 1913 and incorporated in 1920 and is affiliated with Surf Life Saving Illawarra, SLSNSW & SLSA.

We are very proud of our patrolling record, in never having lost a life on our beach since our incorporation – nearly 90 years. Woonona SLSC incorporates a Senior and a Junior (Nipper) Club. We encourage and support participation in both point scores and carnival competition and offer a variety of activities including (as resources allow) beach, craft, boat and first aid competitions which may interest you. If you have an interest in any of the above, feel free to contact a member of the committee for more details. You will be encouraged to gain awards throughout the season.

Our Club's organisational structure consists of one management committee which includes; Executive Committee, General Committee & various Sub-Committee/s. This one committee oversees the running of the entire Club including both senior and junior sections. Management meetings are held on the 2<sup>nd</sup> Tuesday of each month and each 3<sup>rd</sup> meeting (September, December and March) is a General Meeting.

All members are welcome to attend general meetings. If you would like to attend an Executive meeting please contact the Club Secretary for details.

### **Introduction:**

Woonona SLSC strives to be a fair and friendly Club, in other words we are committed to the health, safety and well-being of all of our members. We welcome all members prepared to act within the guidelines set by the Club.

Surf Lifesaving is "serious fun" - we strive to create an enjoyable environment but must be mindful that failing to follow accepted procedures will place the public and us at risk of serious injury. For this reason we have created this manual as an introductory orientation for our new members and as a reference tool for the more experienced to consult. Every member is responsible for the information covered in this manual and it should be read in conjunction with other relevant reference sources, including the Constitution of the Club if necessary. If you have any questions or if some of these policies are not clear, please bring them to the attention of a Committee Member so they can be clarified and the document can be improved in future reviews. While discussion on any of these subjects is always welcome, adherence to them is required so that we can best accomplish the task of not only fulfilling the objectives of our Club, but also of ourselves.

Executive Committee  
Woonona SLSC

Club Officers (\* Denotes an Executive and or Management committee position):

Exec	Mgt	POSITION	MEMBER	CONTACT	GENERAL ROLE
*	*	President	Peter Evert	'0417664097	Chairman of Club
	*	Vice President	Troy Johnson	'0411969656	
*	*	Club Captain	John McInally	'0402819251	In charge of lifesaving
		Vice Club Captain	Andy Cole	'0424369252	
*	*	Chief Instructor	Keiran Smith	'0429728879	All awards training
*	*	Secretary/Registrar	Vanessa McInally	'0425246172	Club correspondence / Membership
		Assistant Secretary	Brianna McInally		
*	*	Public Officer	Brad Ryan-Agnew	'0414781757	ASIC responsibilities
*	*	Treasurer	Stacey Paddon	'0407710221	Club Finances
	*	Competition Convener	Eon Chapman	'0414964783	Competition
	*	Junior Chairperson	Matt McCory	'0407173550	Junior Leader
	*	Youth Co-ordinator	Maddi Bow	'0411721247	Rookies 14 to 18 yrs
	*	Power Craft Officer	Matt Wheat	'0428241031	All Club Power Craft
		OH &S & Officer	Dave Hill	'0414188384	OH&S
		First Aid Officer	Jon Chivers	'0409747227	First aid supplies
	*	Social Organiser	Eon Chapman	'0414964783	Representing Club Members
	*	Boat Captain	Jon Chivers	'0409747227	Surf Boats
		Swim Coach	Raelene Jones	'0425259800	Member Training
		Board Coach	Rob Hatton	'0419361098	Member Training
		Beach Coach	Ron Nipperess		Member Training
		Ski Coach	Georgia Leach	'0401906878	Member Training
		Uniform Officer	Karen Stevens	'0411242955	Uniforms

		Child Protection Officer	Vanessa McInally	'0425246172	Child Protection Act 1998 /Commission for Children and Young People Act 1998.
		Gear Steward	Joe Zausten	0402001400	Equipment
		Publicity	Lauren Evert	'0405066782	Website / Internal & External communications
		Hall Manager	Troy Johnson	'0411969656	Hall Hiring and Maintenance
	*	Elected Committee	Josh Clarke	'0409814744	Representing Club Members
	*	Elected Committee	Lauren Evert	'0405066782	Representing Club Members
	*	Elected Committee	Toby Briggs	'0410996187	Representing Club Members
	*	Elected Committee	Andy Cole	'0424369252	Representing Club Members
	*	Elected Committee	Kevin Crick	'0423526278	Representing Club Members
	*	Elected Committee	Karen Stevens	'0411242955	Representing Club Members

We encourage you to contact any of the above members to assist with any questions you may have or simply to have a friendly chat.

## **General Guidelines**

As an SLSA member you should meet the following requirements in regard to your conduct during any SLSA sanctioned activity (CODE OF CONDUCT FOR MEMBERS, EDITED):

1. Respect the rights, dignity and worth of others (be mindful of your language, tone of voice and body language, address the problem not the person);
2. Be fair, equitable, considerate and honest in all dealings with others;
3. Refrain from anything which may abuse, intimidate, threaten or harass others (abuse is defined as anything which individuals or organisations do, or fail to do, that directly or indirectly harms people or damages their prospects of a safe and healthy development. This includes physical abuse, verbal abuse, emotional abuse, inappropriate training, sexual abuse and neglect);
4. Be aware of, and maintain an uncompromising adherence to, SLSA standards, rules, regulations and policies;
5. Be professional in, and accept responsibility for, your actions;
6. Make a commitment to providing quality service;
7. Use facilities and equipment for their proper purposes, and care for and maintain such facilities and equipment correctly;
8. Ensure that equal opportunities for participation in lifesaving are made available to all members regardless of ability, race, colour, religion or sex.
9. Preserve and protect the standing and reputation of the Association;
10. Understand the consequences of any breach of SLSA's Member Protection Policy or Code of Conduct.

## Behaviour Unacceptable to Woonona SLSC

1. Interfering with any belongings of another member or member of the public;
2. Being on the Club premises (or an unauthorized area) outside the approved hours without permission of the Executive Committee;
3. Defacing or otherwise damaging the property of the Club;
4. Removing the property of the Club, without the correct authority;
5. Bringing pets into the Clubhouse;
6. Behaving obscenely or using bad language;
7. Supplying information concerning the Club to the media without the authority of the management committee;
8. Using Club's ambulance supplies, other than for first aid requirements;
9. Gambling in or on or using the Club premises for the purpose of gambling or any illegal or unlawful game or purpose;
10. Throwing anything in or from the Clubhouse;
11. Generally acting detrimentally to the interests of the Club or its members;
12. Using of the shark alarm bell for any purpose other than for what it is meant;
13. Entering designated change areas are out of bounds to members of the opposite sex;
14. Allowing the use of Club keys by an unauthorized person;
15. Allowing the use of Club equipment by an unauthorized person;
16. Deliberately entering false or misleading information in the Patrol or other logbook/s.

## **SPECIFIC GUIDELINES ORIENTATION**

All new members to the Club, whether new Bronze holders or transfers from another club will receive an introductory orientation to the Club premises by a committee member prior to beginning patrols. This will include introduction to Club Members, general patrol area and facilities, location and use of fire fighting equipment, emergency exits, OH&S and first aid etc.

## **REGISTRATION AND FEES**

Membership fees are set by the Surf Club Committee each year. To ensure that all Patrolling Members remain covered by insurance in case of accident, this need to be paid by no later than 31 October each year. If you have any difficulty paying fees, please contact the Treasurer or a member of the Executive so that arrangements can be made.

Membership Fees for Patrolling Members for 2010 -11 season are set at \$40. Family memberships are also available at \$110 and also cover Patrolling Members.

Please contact the Treasurer for other fee categories e.g. active reserve etc.

## **EDUCATION**

As an organisation that is responsible for the safety and wellbeing of others, it is vitally important that Surf Life Saving be at the forefront of public safety training. In becoming a Registered Training Organisation (RTO) and aligning its courses with qualifications and competences in the Public Safety Training Package, Surf Life Saving NSW and its affiliated Clubs have a responsibility to maintain the required government regulations. Over the next few years all Surf Life Saving Australia endorsed courses will be aligned to fall under the Australian Quality Training Framework guidelines.

Some of the courses currently available to members include:

- Bronze Medallion - Now Cert. II in Public Safety (Aquatic Rescue)
- Advanced Resuscitation Certificate
- Senior First Aid Certificate
- IRB Driver
- IRB Crew
- Radio Certificate
- Surf Rescue Certificate (13 yr old cadets)
- Spinal Management
- Defibrillator certificate
- Other awards available through the Branch Office are:
  - Patrol Captain courses
  - Life Support
  - Training Officer Certificate
  - Assessors qualifications

Our Club strongly supports the ongoing training of our members and will generally provide logistical and financial support for anyone wishing to continue their training and qualifications.

New members of the Club must begin training toward the award applicable for age etc. at the earliest opportunity, being no longer than three months.

## **PROFICIENCY**

To maintain safety and life saving standards, Surf Life Saving Australia has set a standard of proficiency that Patrolling Members must achieve before being able to participate in voluntary patrols. The annual proficiency test involves a continuous effort of running, swimming (over arm) and running – and is tested at the beach.

Members must have successfully completed the run-swim-run, demonstrate their ability to perform 2 rescues, 2 recognised carries, and show they are competent at resuscitation. The run-swim-run component is 200m run - 200m swim - 200m run and needs to be completed within 8 minutes. These proficiencies need to be completed before 31 December each year for the awards to remain current, and allow members to continue patrolling and competing. The above is the minimum requirement only. Those with additional SLSA awards (e.g. IRB or ARC) need to complete proficiencies in each award prior to the 31 December deadline yearly.

## **CHILD PROTECTION**

It is a legal requirement that each Patrolling Member sign a Child Protection Declaration at the beginning of each season, as per SLSA Policy.

## **PRIVACY**

The privacy policy sets out the approach that Woonona SLSC takes in relation to the treatment of Personal Information. It includes information on how Woonona SLSC collects, uses, discloses and keeps secure, individuals Personal information.

These policies have been drafted having regard to Woonona SLSCs obligations under the Privacy Act 1988 (including the new National Privacy Principles) (The Privacy Act). Individuals may opt not to receive notification of activities or events by contacting the club advising of their preferences in writing.

Individuals can access the Personal Information that Woonona SLSC holds about them by applying in writing to:

Woonona Surf Lifesaving Club Inc.

PO Box 66

Woonona 2517.

For a copy of the policy please contact the secretary at the above address.

## **PATROL OBLIGATIONS**

Patrol of our beach and the safety of our members and the public is the primary function of our Surf Club. Patrol hours and season dates are to meet the requirements of Illawarra Branch of SLSA. Three Bronze holders must be on duty from start of the NSW School Holidays in September – end of April. All active Patrolling Members will be given a list of patrols to perform throughout the season.

SLSA Policy requires Patrolling Members to wear the designated uniform currently sponsored by DHL. This consists of a yellow long sleeved shirt and red shorts. No other branded clothing is to be worn at any time. It is also mandatory to wear the yellow and red quartered cap at all times, along with sunscreen and hat as required. Woonona's official competition uniform is a white cap with two central black stripes and a black swimming costume. Caps, costumes, rash vests, t-shirts and other Woonona Club clothing items (including Nippers) can be ordered by contacting the Secretary/Registrar, Uniform Officer or Executive.

The first patrol on duty each day must place all necessary gear on the beach 10 minutes prior to the rostered start time for the patrol. The last patrol is responsible for returning all gear to the Clubhouse or storage place.

Members of the patrol must carry out the instructions of their Patrol Captain either in the actual work of life saving or any other duty the Patrol Captain deems fit (in the absence of the Patrol Captain, the Patrol Vice-Captain has like authority). Members of the patrol are not allowed to leave the patrol area without consent of the Patrol Captain.

In unusual circumstances at his/her discretion (and only if a minimum of three suitably qualified Patrolling Members are to be present), the Club Captain may grant a leave of absence for a Patrolling Member to not attend his/her patrol without replacement. This member is then known as "excused" for the patrol. Such circumstances must be made clear to the Club Captain prior to the time of the patrol.

A member who is unable to attend a patrol for which s/he is rostered, and for which leave of absence has not been granted to him/her by the Club Captain, must fill his/her place by arrangement with another active member of the same classification and awards and must notify the Patrol Captain, or the Club Captain of the substitution.

If a member arranges a substitute for a patrol and the substitute does not carry out the patrol, the substitute will be deemed to have failed to carry out the patrol.

Members wishing to permanently transfer from one patrol to another may do so only with the consent of the Club Captain.

The Club Captain is responsible for checking the adequacy and punctuality of all patrols.

A member who fails to carry out a patrol for which s/he is rostered, and for which no substitute has been provided, must make up the patrol at the discretion of the Club Captain. The Club Captain may direct the member to carry out patrol duties for up to twice the number of rostered hours missed. The Club Captain will decide the date and time of the make up patrol(s). This failure must be reported by the Club Captain or Vice Club Captain to the Executive Committee.

No member owing patrol hours as a result of a missed patrol or resulting penalty hours can compete for the Club. **(Reference: Woonona SLSC Competition Policy).**

Members arriving up to 15 minutes late may have a penalty imposed by the Club Captain. Members more than one quarter hour late, without the permission of the Club or Patrol Captain, will be marked absent.

A member who has failed to carry out three patrols in one season for which s/he has been rostered or which s/he has been directed to attend by way of making up missed patrols must be cited by the Club Captain or Vice Club Captain to appear before the Management Committee.

The Patrol Captain:

1. is responsible for the set up and equipment check prior to the start of patrol;
2. directs the position of each member in the event of rescues;
3. is responsible for the efficiency of his/her patrol and must hand the Club Captain the names of those present and of those absent or record this information in the patrol log book;
4. must notify the Club Captain of any irregularities such as lateness, leaving early, not being in the approved patrol uniform and for not being ready for duty when called upon;
5. must, before ceasing duty, correctly complete and check the patrol logbook;
6. in the event of a patrol having completed its patrol and failing to be relieved, must leave sufficient members on duty to carry out any rescue work until s/he reports to the Club Captain or responsible official;
7. or a Vice Captain wishing to obtain a substitute must provide a substitute to the satisfaction of the Club Captain if that substitute is not similarly qualified.

**COMPETITION POLICY.**  
**(Included in its entirety for clarification).**

# Woonona Surf Life Saving Club Inc.

Competition Policy 14<sup>th</sup> September 2010

Version Control;

Compiled by Competition Sub-Committee: 8 June 2009

Reviewed: 11 May 2010

Changes Approved: 14<sup>th</sup> September 2010

The objective of this Competition Policy is to promote fairness to all members, competitors, sectional heads, coaches and selectors and applies to all competitors representing Woonona SLSC (“the club”) at both Senior and Junior levels.

At times it may not be possible for the club to routinely support every member who wishes to compete in any event and therefore consideration may need to be given in regard to commitment, training, contribution to fundraising, participation in club activities and other relevant factors.

The Management Committee hopes that members, by paying equipment levies and/or carnival entry fees, have an appreciation of the cost otherwise borne by the club in replacing club equipment and craft and the investment that the club makes in its members and that members may take greater ownership of their competition endeavours.

The Competition Policy comprises three sections:-

1. Competition Convenor - responsibilities and duties;
2. Competition Policy – rules, selection policy, eligibility;
3. Equipment levies.

This document must be read in conjunction with the club Constitution, By-Laws and Code of Conduct, in particular in relation to craft, equipment and non-qualified members.

Should the position of Competition Convenor not be filled at the conclusion of the club’s Annual General Meeting these duties shall be carried out by the Club Captain.

## **1. Competition Convenor**

### **1.1 Responsibilities and Duties:**

- 1.1.1 Liaise with sectional heads at start of season to agree on/approve the nominated carnivals for the season in order for section budgets to be prepared.
- 1.1.2 Ensure competitors are aware of the club’s Competition Policy, carnival dates and procedures at interclub, branch, state and national levels (including entry procedures and closing dates).
- 1.1.3 Maintain a competition member list noting:
  - 1.1.3.1 patrol management (in consultation with Club Captain),
  - 1.1.3.2 member status (in consultation with Club Administrator/Secretary) i.e., membership form, child protection form, member proficiency, relevant awards,
  - 1.1.3.3 financial member status i.e., payment of annual membership fee, any applicable equipment levy, uniform items (in consultation with Treasurer),
  - 1.1.3.4 training commitment (in consultation with sectional manager),

- 1.1.3.5 the member's performances and results at all competitions.
- 1.1.4 Where a relevant change to the status of a competitive member occurs, the Club Captain, Secretary, Treasurer or relevant club officer will report that change to the Competition Convenor.
- 1.1.5 Receive, endorse and submit competition entries (including entry fees) for all SLS competitions ensuring that requests for carnival entries are in accordance with the agreed budgetary requirements of the relevant section.
- 1.1.6 Maintain overall responsibility for competition activities within the club.
- 1.1.7 Report at each Management Committee Meeting.

## **2. Competition Policy**

### **2.1 Rules**

- 2.1.1 Carnival entries:
  - 2.1.1.1 All nominations for SLS carnival entries are to be submitted to the Competition Convenor (or in his/her absence the Club Captain or in his/her absence a member of the club Executive) by the respective Team Manager a minimum of one week prior to the competition or prior to close of nominations (whichever is the sooner).
  - 2.1.1.2 SLS carnival entry fees are paid by the club for each competitor subject to the rules and conditions of the Competition Policy. Where a competitor has nominated to participate in a carnival and entry fees are paid, should the competitor not participate, that competitor will not be permitted to compete in further carnivals until all outstanding entry fees are repaid to the club. In the event of extenuating circumstances this may be reviewed by the Competition Convenor who may request further supporting information.
  - 2.1.1.3 Requests and nominations to compete in events outside Surf Life Saving carnivals must be submitted to the Management Committee by the Competition Convenor. As a rule entry fees for non-SLS sanctioned events will not be met by the club.
  - 2.1.1.4 Subject to extenuating circumstances, and as approved by the Competition Convenor, late entries may be accepted and shall be submitted by the Team Manager on the day of competition, but the difference between the normal and late fee shall be paid by the member. It is not acceptable for any member to submit a carnival entry without authorization by the Team Manager or Competition Convenor.

- 2.1.1.5 Non-members are not permitted to train with any club equipment or craft.
- 2.1.1.6 Disqualification from a team - A competitor may be liable for disqualification from a team if they breach or fail to observe this policy or breach or fail to observe any provision of Woonona SLSC.
- 2.1.2 Requests to transfer competitive rights into the Club:
  - 2.1.2.1 must be submitted to the Management Committee for consideration. The Management Committee may grant the request to transfer competitive rights of an individual subject to a requirement of a minimum 12 hours of patrol as part of the club. This minimum requirement shall be reviewed on an annual basis for approval by the management committee.
  - 2.1.2.2 the preceding clause does not preclude a member of the club from maintaining membership of other surf life saving clubs.

## **2.2 Selection Process**

- 2.2.1 All competitors will undergo the selection process and will be bound by the club's Code of Conduct.
- 2.2.2 Selection criteria applies to:
  - 2.2.2.1 club touring teams;
  - 2.2.2.2 individual and team events at carnivals;
  - 2.2.2.3 development squads;
  - 2.2.2.4 training camps;
  - 2.2.2.5 representative nominations.
- 2.2.3 Selection criteria to run parallel to SLSI, SLSNSW and SLSA selection policies.
- 2.2.4 To be considered for selection competitors must:
  - 2.2.4.1 be a financial member of Woonona SLSC (have lodged a membership and child protection form and paid membership fees);
  - 2.2.4.2 have paid any outstanding moneys owing to the club including for uniforms;
  - 2.2.4.3 have paid the relevant equipment levy;
  - 2.2.4.4 be a proficient member of Woonona SLSC (holding relevant awards for the competitor's age group);

- 2.2.4.5 hold any pre-requisite qualifications for the event entered (Sweep's Certificate, Silver Medallion (IRBD) etc);
- 2.2.4.6 show potential to benefit the club and team;
- 2.2.4.7 manage their patrol attendance and patrol defaults (over 14's)\*\*.
- 2.2.5 Competitors must display acceptable levels of these criterions:
  - 2.2.5.1 training attendance and commitment – including compulsory team sessions;
  - 2.2.5.2 carnival attendance and commitment to all relevant events;
  - 2.2.5.3 carnival participation;
  - 2.2.5.4 active participation in club fundraising is expected and participation in Appeal Day is mandatory;
  - 2.2.5.5 satisfactory behaviour within and outside of competition arenas;
  - 2.2.5.6 physical fitness – injury and/or illness may impact on sections;
  - 2.2.5.7 any other factor considered relevant in the circumstances by the Management Committee.

## **2.3 Selectors 2009/2010**

- 2.3.1 All selections shall be made by the selection panels as detailed below. Each selection panel shall convene as required. Selectors can change selections up to the commencement of an event having regard to all relevant circumstances such as conditions, injury and carnival timetable. The selection panel shall advise all competitors of team selection as soon as possible after selections.
- 2.3.2 Beach selectors – senior
  - 2.3.2.1 Beach Captain
  - 2.3.2.2 Team Manager
  - 2.3.2.3 Competition Convenor
- 2.3.3 Beach selectors – junior
  - 2.3.3.1 Age Manager (per age group)
  - 2.3.3.2 Team Manager
  - 2.3.3.3 Competition Convenor

- 2.3.4 Surf Sports selectors – senior
    - 2.3.4.1 Surf Sports Captain
    - 2.3.4.2 Team Manager
    - 2.3.4.3 Competition Convenor
  - 2.3.5 Surf Sports selectors – junior
    - 2.3.5.1 Surf Coach
    - 2.3.5.2 Junior Chairperson
    - 2.3.5.3 Competition Convenor
  - 2.3.6 Surf Boat Selectors
    - 2.3.6.1 Boat Captain
    - 2.3.6.2 Team Sweep
    - 2.3.6.3 Competition Convenor
  - 2.3.7 IRB Selectors
    - 2.3.7.1 IRB Captain
    - 2.3.7.2 Team Manager
    - 2.3.7.3 Competition Convenor
  - 2.3.8 It is recommended that selectors engage the advice of coaches regarding the prospect and potential of competitors, however all selections will be finalized by Section Selectors.
  - 2.3.9 A sectional head must be notified of and have the right to attend any organized meeting which may potentially involve discussions concerning strategies or other significant issues within that section.
  - 2.3.10 Right of Appeal – In the event of a team selection dispute, an appeal may be submitted to the Competition Convenor in writing within 24 hours of the notification/posting of selections and contain the grounds for the appeal. The appeal will then be considered by the Selection Committee. If unresolved the appeal will be raised by the Competition Convenor at the next Management Committee meeting. The Management Committee may request further supporting information.
- 2.4 Patrol Management:**
- 2.4.1 Woonona SLSC operates under SLSNSW Patrol Rules and Regulations.

#### 2.4.2 **\*\*Patrol Default**

2.4.2.1 A member in patrol default is not eligible to enter carnivals or compete, contact Club Captain to undertake make-up patrols.

2.4.2.2 Enquiries regarding Patrol Default should be addressed with the Club Captain.

2.4.2.3 All active members must check that you have personally completed 25 hours of patrols between 1 January and 31 December in the previous calendar year to the championships being held.

2.4.2.4 Active Reserve members must personally complete 12 hours of patrol between 1 January and 31 December in the previous calendar year to the championships being held.

### **3. Equipment Levies & Use of Equipment**

3.1 The equipment levy has been set by the Management Committee for the 2009-2010 season as detailed below.

#### 3.1.1 Surf Boat crews:

An equipment levy of \$50.00 per competitor per season is payable to the club prior to entry into any carnival.

#### 3.1.2 IRB teams:

An equipment levy of \$30.00 per competitor per season is payable to the club prior to entry into any carnival, however team members participating as a patient are exempt from paying the equipment levy.

#### 3.1.3 Senior competitors of Surf Sports events involving use of any Woonona SLSC craft:

An equipment levy of \$20.00 must be paid to the club by each competitor prior to entry into any carnival.

3.2 All equipment levies will be banked into the club's general account and are not allocated to any competition section. Likewise, any prize money awarded will be banked into the club's general account.

3.3 When preparing capital allocations each season, the Management Committee will take into consideration any prize moneys and fundraising efforts of the team.

3.4 Expectations for gear that is consistent with results, experience and training:

3.4.1 Use of appropriate equipment for training or competition purposes shall be approved or otherwise at the discretion of the sectional head.

3.4.2 All members representing Woonona SLSC in competition will do so in the approved competition uniform. Purchase of such uniform is at the member's expense. The Management Committee may review the uniform from time to time, but consideration will be given to changing the uniform as infrequently as possible.

END.

## **EQUIPMENT**

Woonona SLSC provides excellent equipment for our Patrol Members, and we have an ongoing commitment to continually upgrade this vital equipment. However, it does not come cheaply and the following rules are in place to ensure the equipment is maintained in excellent condition so that it can be relied on in an emergency and last us for some time.

General Rules;

- Other than in an emergency, no Woonona SLSC equipment may be loaned without the permission of the Executive Committee;
- Look after it and respect it;
- Put it back clean (hose all sand off if appropriate);
- Put it back in its proper place;
- Competition equipment such as certain boards are set aside and are to be used only for competition or for competition training by competitors authorised by the Club Captain.
- Non-competitive boards may be used at any time;
- Damage to equipment will occur - the surf is a challenging environment. It is critically important, if damage does occur; to report it to the appropriate person or a member of the Executive Committee straight away. Timely repair often reduces more costly problems and allows us to have repairs carried out quickly and have it ready for use as required.

## **FIRST AID EQUIPMENT**

All required first aid equipment is provided by the club. First aid kits are located in the first aid room and on the beach during patrol times. The greatest challenge facing the club regarding first aid supplies is keeping them fully stocked at all times. When you use something, after the incident is concluded, please note it on the whiteboard in the first aid room, if you are unsure what the name of the item is just describe it as well as you can in your own words. Additionally if you notice something consumable, such as gloves etc. has run out (or better still near running out), note it on the board also. The supplies are reviewed periodically, but constant feedback from members is the only way we can prevent embarrassing or potentially dangerous situations arising due to a lack of equipment.

## **SAFETY ON THE BEACH AND IN THE CLUB OH & S**

An annual audit of the Club and its procedures will be carried out prior the start of each season and monitored through the season. Our ongoing OH&S procedures are designed to be as simple and practical as possible and rely on the vigilance of all our members. It depends on the placement of "Out of Service Tags" where appropriate and reporting these problems by logging them in the OH&S Book and reporting to the appropriate Club Officer.

## **Out of Service Tags**

The “Out of Service” tag is used to prevent the operation of machinery or equipment which is considered to be unsafe, operationally defective, unserviceable or when continued use could result in further damage. **An “Out of Service” tag does not provide personal protection.**

### **Placing of Out of Service Tags**

- An “Out of Service” tag should be placed on any piece of equipment by any person who considers it to be unsafe or unfit for use.
- The “Out of Service” tags are in the draw below the Microwave in the First Aid room.
- Persons attaching an “Out of Service” tag must notify the Executive or OH&S Officer (Joel Gray) when tags are placed, as soon as possible.
- Please fill out the log (in First Aid room near Patrol Log) when tags are used.

### **Removal of Out of Service Tags**

- “Out of Service” tags may only be removed by a Club official.
- Before any removal of an “Out of Service” tag the Club official shall ensure that the equipment is in proper working order and its operation will not cause further injury or damage.
- After removal of an “Out of Service” tag the tag is to be destroyed.

## **Dehydration**

Dehydration poses a real risk to the health of lifesavers who are exposed to the elements for extended periods of time and who undertake strenuous activity (Heat Exhaustion and Heat Stroke). It is important to take in sufficient fluids during the course of a patrol. Research shows 8-10 glasses of water daily is normally sufficient but high heat, wind or activity can mean greater requirements.

## **Manual Handling**

The risk of spinal and manual lifting type injuries can be greatly reduced by following the simple guidelines below:

1. reduce the amount of twisting and stooping;
2. avoid lifting from floor level or above shoulder height;
3. where possible, reduce the carrying distances;
4. avoid repetitive handling;
5. vary the work allowing one group of muscles to relax while another is used;
6. where possible, make the load lighter or less bulky;
7. adjust your grip to find the load easier to grasp, more stable and less damaging to hold;
8. remove obstructions to free your movement;
9. where possible, avoid steps & steep ramps.

## **Sun Safe Practices**

The six S's of sun safety:

1. SHADE – natural or man-made
2. SLIP! – on a T-shirt
3. SLOP! – on Sunscreen
4. SLAP! – on a Hat
5. SUNGLASSES – to Australian Standards
6. SUNSHINE - awareness of times of the day especially around midday

## **FUND RAISING**

Funds are always needed for a wide variety of purposes including repairing and improvement of our equipment, training aids and competition entry fees for our members. Therefore the committee needs your support to raise the necessary funds.

This support can involve;

1. bringing any sponsorship or fund raising opportunities you are aware of to the fund-raising sub-committee or management committee - you can be assured all ideas will be appreciated;
2. attending as many of the social events held at the Club as possible, these have the dual purpose of raising much needed funds but also bringing the Club together, often celebrating the achievements of our colleagues;
3. using the services of the sponsors of the Club - you will never be asked to pay more or accept a lesser quality service but give our sponsors an opportunity when you are purchasing goods and services. Make it known you are a member of Woonona SLSC, if it's easier just wear a club shirt etc - who knows, you might even get a better price!
4. helping with fundraising activities like Appeal Days and raffles - these simple activities really make an enormous difference to the Club and the activities we can undertake and as always "many hands make light work".

All of the fundraising events and a list of our sponsors can be found on the web page.

## **WEB PAGE**

The web page; [www.woononaslsc.com.au](http://www.woononaslsc.com.au)

is the best way of keeping in touch with Club activities including announcements, fundraising and useful information such as rosters, contact lists, dates and the like. Try and check it regularly!

## **SPECIFIC EQUIPMENT:**

### **Surf Boats**

1. No person shall use the surf boat without permission of the Boat Captain or a person nominated by the Boat Captain or if not available, two members of the Executive, who may grant permission to any member of the Club (who in their opinion is qualified to do so) to take charge of the surf boat. That member is responsible to the officer and committee for the conduct of the boat crew and the manner in which the boat is used under their care. The member authorised will report any misconduct of crew members in breach of Club policy to the Boat Captain where the matter can be investigated with the assistance of the Executive Committee.
2. The surf boat and equipment must be stored at the Clubhouse in the space provided. Members authorised to use the equipment are responsible for the safe return of the boat and equipment to the Clubhouse, including the securing of the Clubhouse.
3. The members authorised to be in charge of equipment will immediately report any damage to, or loss or theft of, any surf boat or surf boat equipment.
4. Only the Boat Captain or a person designated by the Boat Captain is responsible for repairs or equipment changes, within each surf boat. At no time is any person permitted to remove any item from the surf boat without permission from the Boat Captain.
5. Non-financial and Non-Members of the Club are not permitted to use the surf boat or any related equipment.
6. At no time is the surf boat to be left outside the Clubhouse overnight unless such action is authorised by the Boat Captain.
7. Members authorised to use the surf boat may call upon any member of the Club to assist in launching or housing the surf boat in a rescue situation.
8. Whilst attending carnivals, the Club will utilise the McDonald's tent for protection from the elements and members will assist in the assembly and dismantling of the tent at carnivals.
9. All members will wear appropriate Club apparel whilst attending and competing in carnivals for the Club.
10. Club Members should make every effort to support a family environment encouraging family members to attend carnivals, making welcome all new members and attending social functions when organised.
11. Other than under special circumstances, the boat crew shall not exceed 5 members.

### **Inflatable Rescue Boat (IRB):**

1. Other than for rostered patrols or an emergency, no person should use the IRB without permission of the IRB Captain or Club Captain or if neither of these officers is available, a member of the Executive. One of them may grant permission to any member of the Club (who in their opinion is qualified to do so)

to take charge of the IRB. That member is responsible to the officer and committee for the conduct of the IRB and the manner in which it is used under their care.

2. In an emergency non-members of the Club may be called on to assist in launching of the IRB.
3. An IRB should not be taken from the Club premises unless permission is granted by the IRB Captain, Club Captain or if neither of these officers is available, by an Executive Committee member.
4. If the IRB for any reason is left inoperable the IRB Captain shall be notified immediately.
5. On no account is the IRB to be left outside the Clubhouse overnight unless such action is authorised by the IRB Captain or an Executive Committee member.
6. Officers authorised to use the IRB may call upon any member of the Club to assist in its launching or housing.
7. Other than under special circumstances, the IRB crew shall not exceed 2 members.

**ATV:**

1. Other than for rostered patrols or an emergency, no person should use the Rhino ATV without permission of the IRB Captain or Club Captain or if neither of these officers is available, a member of the Executive. One of them may grant permission to any member of the Club (who in their opinion is qualified to do so) to take charge of the ATV. That member is responsible to the officer and Committee for the conduct of the ATV and the manner in which is used under their care.
2. The minimum requirements for use of the ATV are: a current Australian Driver's Licence (P-plates are acceptable) sighted by the Patrol Captain; and completion of the required induction paper work.
3. The ATV should not be taken from the Club premises unless permission is granted by the IRB Captain or Club Captain or if neither of these officers is available, a member of the Executive.
4. If the ATV for any reason is left inoperable the IRB Captain shall be notified immediately.
5. On no account is the ATV to be left outside the Clubhouse overnight unless such action is authorised by the IRB Captain or an Executive Committee member.
6. Other than in an emergency no person, other than Club Members, shall be allowed on, or to use, the ATV without the permission of one Executive member.
7. Other than in an emergency the ATV crew shall not exceed 2 members.

## Gym:

1. The gym is available for use only by the following financial members who have paid the fee set at the Annual General Meeting for use of the gym:
  - a. Financial Active, Life and Active Reserve Members, of Woonona SLSC (no fee);
2. A minimum of one key (\$20 deposit) required per family, extra keys \$20/key.
3. No authorised user of the gym is to permit the use of the gym by visitors without the permission of a member of the Executive Committee.
4. Removal of any equipment from the gym, without the permission of a member of the Executive Committee will lead to immediate suspension of gym access and potential other discipline as seen appropriate by the committee.
5. If any user of the gym becomes aware of any faulty gym equipment, it is to be brought to the attention of the OH&S officer immediately.
6. Safe and hygienic clothing must be worn, including closed shoes, shorts/track pants and singlet/T-shirt.

## Grievances

If you have a grievance regarding any area of operation of the Club you are encouraged to make your feelings known to the appropriate person within the Club.

Sometimes problems can arise when working in close proximity with other people, and especially when combined with the often-challenging aspects of working with the public. When problems occur they can significantly distract us from our primary responsibility which is why these problems should be resolved as soon as they are identified.

Difficulties rarely clear up on their own and are often the result of a simple misunderstanding that can be and should be quickly resolved. If at all possible make an attempt to solve any problems you may have privately and calmly with the person involved. If this is not appropriate or effective take your concerns to the Club official most directly involved in your area of concern.

Administration	President
Financial	Treasurer
Life Saving	Club Captain
IRB/ATV/Power Craft	IRB Captain
Surf Boats	Surf Boat Captain
Gym/Building/Equipment	OH&S Officer
Junior Members (Nippers)	Junior Chairperson
Training	Chief Training Officer

If you are not satisfied with the response you receive, you should then take your grievance to an Executive Member of the Club who will take your concern to the Executive Committee. If appropriate you may be asked to attend an Executive meeting to outline the issues involved.

## **Disciplinary Procedures**

The Executive Committee may consider complaints against a member received in any manner (either verbal or written/supported or anonymous).

For specific disciplinary procedures see the Club Constitution and By-Laws. It should also be noted that a member has a right of appeal against certain sanctions (e.g. suspension or expulsion from the Club).

It must be stressed that any incident will be considered on its merits, however below is a general guideline of classifications of action and possible penalties:

- Serious Offence (e.g. contravening SLSA Code of Conduct for Members edited)
  - 1st (Occurrence) written warning
  - 2nd Suspension (1 – 30 days)
  - 3rd Expulsion
- Lesser Offence (other than above)
  - 1st (Occurrence) verbal warning
  - 2nd Written warning
  - 3rd Suspension (1 – 30 days)
  - 4th Expulsion
  - Specific Issues e.g. failure to attend rostered patrol
    - Specific penalties
- Other penalties which may be used where appropriate include:
  - Written reprimand
  - Reduction (removal from an elected post)