



Frankston Life Saving Club

By Laws

Adopted – 14th October 2020

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1 GENERAL

1.1 Authority

The By Laws of the Frankston Life Saving Club Inc. (FLSC) are enacted in accordance with the FLSC Constitution, Rule 36.

1.2 Policies

- a) The FLSC Board shall develop Policies, or approve Policies as developed by any Committee for the effective and consistent operation of FLSC.
- b) FLSC shall also subscribe to the policies of Life Saving Victoria (LSV) and Surf Life Saving Australia (SLSA) as appropriate. In addition, where is it appropriate, FLSC shall also adopt the policies of Royal Life Saving Australia.
- c) Where National policies are amended or are not adopted, this shall be clearly identified.

1.3 Available to Members

These By Laws shall be made available to all Members via the FLSC web site.

2 MEMBERSHIP AND AFFILIATION

2.1 Patron(s)

- a) The Patron or Patrons shall be such person or persons as may accept that office upon the request of the FLSC Board, who shall be an active supporter of lifesaving activities.
- b) Patrons are appointed for a specific term, usually annually or otherwise as determined by the Board.

2.2 Affiliation and Membership

2.2.1 Membership Categories

The FLSC Membership Categories are provided in the Rule 7.2 of the FLSC Constitution as follows.

1. Financial Members

1.1 All Financial members, 15 years or older, shall enjoy the rights of access, freedom of speech and representation (voting, committee consideration, etc.) and undertake to adhere to the associated responsibilities of said rights.

1.2 Financial members shall include the following sub-categories:

a) Life Members

By Appointment of the Board, Life Members are offered the opportunity to be recognized by the Club for their exceptional period and/or quality of service. As part of that position, where their financial responsibilities for membership are waived by the Board. These members are considered financial.

b) Active Members

These members encompass all members who engage in activities including, but not limited to, patrolling members, Directors, Age Mangers, supporting staff and Parent Helpers (at Nippers).

- c) Family Memberships
 - i. Family – Junior Active
 - ii. Family – Senior Active

2. Non-Financial Members

Non-Financial Members are any members who have not yet met their financial obligations to the Club (FLSC) for a given year. This sub-category includes:

- a) Lapsed Members
Member has not met their financial obligations for the current season as has failed to indicate their intention to renew their membership during that season.
- b) Pending/Payment Plan Members
These members have been unable to renew their membership at the normal time but have been given special leave to fulfill their financial obligations after the normal date. These members do not enjoy the full rights of a financial member until such time as their financial obligations are brought up to date.
- c) Honorary Members
This membership is reserved for dignitaries, public personalities, benefactors and/or people of note who wish to be associated with the Club but have no particular interest in participating in the actual activities of the Club (FLSC). Honorary membership shall be at the discretion of the Board and will endure for a time span set out by the Board. Honorary Memberships may, likewise, be revoked by the Board without reference to disciplinary matters.

3. Temporary Members

Temporary Members is a special Category for School Groups, Special Training and the like where those attending the Club are to be covered by the Club's insurance and Code of Conduct but are not ongoing members and may only be at the Club for one or two sessions.

Temporary Members are not financial and do not enjoy any of the rights of Financial Members.

Temporary Members are subject to the FLSC Code of Conduct, Working with Children Check requirements and Member Protection Policy.

2.2.2 Membership Rules

- a) To join – a Membership Application Via SLSA online Membership Portal should be completed and submitted with a non-refundable Joining Fee together with the appropriate Membership Fee for the Membership Category chosen (see membership category descriptions). A person unable to do this should contact the membership officer for an alternative method.
- b) Once this membership application is received the membership officer will supply the applicant with a declaration to be signed by the new member that the FLSC Constitution and By Laws have been read and understood and that they agree to abide them. A copy of the FLSC Constitution, containing our rules of incorporation, and a copy of the By Laws, are available on the FLSC website. Further copies are available from the Club Secretary on request.
- c) Any new member who wishes to cancel their membership up to 30 days after the date their membership is processed on SurfGuard, may do so by request in writing to the Board, stating the reason that they wish to leave the club. When accepted, the member is entitled to full reimbursement of the Membership Fee paid. The Joining Fee is retained by the Club.

- d) Existing members, renewals
- i. Membership renewal fees become due on the 1st September each year.
 - ii. Membership renewal fees should be paid by 30 September,
 - iii. Renewal fees paid after 1st November may incur a registration fee that is equal to the Joining Fee, at the discretion of the Board. (See also By Law 3)
 - iv. Members with special circumstances should apply to the Board to make payment arrangements.
- e) Members must also sign a declaration that they have read and will abide by all current rules and By Laws. This declaration will be sent out with renewal invoices by the membership officer. Any such breach of the Constitution or By Laws may result in a withdrawal or suspension of membership rights without recompense at the discretion of the Board.
- f) Membership does not guarantee entry or availability of the facility. The Club Facility is usually open to current financial members while a lifesaving program is operational. (see Facility Rules in By Law 8)
- g) Changes of location/ mailing address, email address and/or telephone numbers are to be updated by the member through the online member portal as soon as possible after the change occurs.
- h) All Active Members are required to inform coaches and the Patrol Officer of any condition, injury or illness that may affect their ability to exercise or patrol.
- i) Incidents or accidents involving members or guests including,
1. Serious injuries as described in section 37(1) of the WHS Act 2004.
 2. Property damage of any nature including but not limited to,
 - Damage the building / premises,
 - Damage to patrol operations equipment,
 - Damage to sporting equipment,
 3. Power Craft incidents that involve but not limited to,
 - Ejection from an IRB that cause injury,
 - Ejection from the SSV that causes injury,
 - IRB Malfunction that compromises safety and or ability to carry out Lifesaving,
 - SSV Malfunction that compromises safety and or ability to carry out Lifesaving,
- must be reported to FLSC Board collective within 24h hours of the occurrence of the incident/accident. The relevant Director/Club Officer must complete an incident report and if required lodge a claim the club's insurer where appropriate.

Non-financial and Temporary Members do not have use of training equipment and do not have voting rights.

- j) All members must be willing to undergo police checks upon request from the Board.
- k) All members must produce proof of age upon request from a club official.

2.2.3 Restriction on Membership

In relation to membership restriction the following shall apply: -

- a) A suspended or expelled member of FLSC shall not knowingly apply to join another Life Saving Club or Associate Member nor shall FLSC 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) FLSC 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 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.

2.3 Member Protection

- a) The FLSC 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 life saving activities.
- b) The FLSC shall not condone any form of discrimination, harassment or abuse of, or by, members.
- c) The FLSC is committed to the safety and wellbeing of all children and young people. As such, the Club commits to upholding the Child Safe Standards and all relevant requirements in line with legislation and the policies of Life Saving Victoria.
- d) All members shall abide by the relevant LSV and SLSA policies with respect to Member Protection, Equity and Harassment, and the Codes of Conduct as determined from time to time.
- e) All members involved, either directly or indirectly, in leading, chaperoning, coaching, instructing, examining, or supervising (or the like) youth members shall be screened in accordance with legislative, FLSC and LSV requirements as determined from time to time.
- f) All members (18 years and older) shall hold a valid and current Working with Children Check, an exception being for Life Members and associate family members not actively involved in club activities. Refer FLSC Working with Children (WWC) Check Policy.
- g) All members shall immediately report any suspected breaches of LSV and SLSA Membership Protection or Equity Policies or Codes of Conduct to the FLSC Member Protection Officer, the FLSC President or to the LSV. The Board shall, in accordance with FLSC and/or LSV policies and procedures, determine the most appropriate method of dealing with such reports.
- h) To ensure members have an advocate to support their right under both The Club Constitution and By Laws, the Club maintains the position of Member Protection Officer. The Member Protection Officer is available to the members for advice and support.

2.4 Code of Conduct

The Member's Code of Conduct is intended to provide a framework to all members of the Frankston Life Saving Club (FLSC) to ensure the best outcomes and experiences possible. As such, the Code of Conduct is enshrined in the Club's Constitution and in the case of any difference between the Code of Conduct in the By-Laws and Constitution; all parties shall refer to the Constitution.

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 LSV and 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 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 FLSC and lifesaving in general;
 - ix. Understand the consequences of any breach of LSV and SLSA's Member Protection Policy or Codes of Conduct.
- b) Team Managers/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 LSV and 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.
- 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 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 LSV and SLSA policies, rules and regulations, officiating and coaching techniques;
 - v. Ensure that any physical contact with others is: -
 - a. Appropriate to the situation
 - b. Necessary for the person 's development
 - vi. Provide a safe environment for training and competition.
 - vii. Be a positive role model for lifesavers, FLSC, LSV and SLSA.
- d) Administrators/Directors/Officers/Staff shall -
- i. Abide by the Code of Conduct for members;
 - ii. Be fair, considerate and honest with others;
 - iii. Operate within the rules of FLSC, LSV and 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;
 - vii. Maintain a safe environment for others;
 - viii. Show concern and caution towards others;
 - ix. Be a positive role model.
- 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 lifesaving;
 - v. Adhere to all FLSC, LSV and SLSA Policies and ensure that the duty of care to all members is met in these areas;
 - vi. Accept that adults in 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 FLSC;
 - viii. Allow members the opportunity and access to gain valuable leadership qualities and skills through lifesaving and 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 member's time, energy, enthusiasm and commitment;
 - xi. Ensure young members are involved in planning, leadership, evaluation and decision-making processes at various levels within the FLSC;

- xii. Ensure that equal opportunities for participation in lifesaving are made available to all members regardless of ability, race, colour, religion or gender.

2.5 Duty of Care from Club towards Members

- a) Except where individual cultural, religious, personal or community self-identifications interfere with the delivery of the Club's Primary Obligations, the Club shall make all best efforts to create an inclusive, accepting and supportive environment for all of its members. It is noted herein that the Club's primary objectives are:
 - i. The provision of aquatic lifesaving services to the public, most commonly the patrons of Frankston Beach;
 - ii. The provision of age appropriate aquatic safety to all junior members, (commonly referred to the Nippers program);
 - iii. Support for competition under the umbrella of LSV and SLSA
- b) Except where the following may interfere with the Club's primary obligations or may put at risk the member or their fellow members, the Club acknowledges as, within the limitations of the Club's resources, supports the following:
 - i. **Mental Illness**

While it is the duty of all members to advise the Board of any and all mental health issues that may affect their ability to perform duties (such as Depression, and use of psychoactive medication, etc.) within the Club, the Board and Members involved in leadership roles are committed to providing engagement for the member who self-identifies as suffering mental health issues. In consultation with said member, a management plan and/or restricted duties will be drawn up to ensure the safety of all and to maximize the engagement of the member.

Within the limits of its resources, the Club seeks to work with the member and their mental health practitioners to uphold the Victorian Mental Health Act 2014 (and any legislation that supersedes this Act).
 - ii. **Physical Disability**

While it is the duty of all members to advise the Board of any and all physical/disability issues that may affect their ability to perform duties (such as heart condition, allergies, seizures, etc.) within the Club, the Board and Members involved in leadership roles are committed to providing engagement for the member who self-identifies as suffering from physical disability/health issues. In consultation with said member, a management plan and/or restricted duties will be drawn up to ensure the safety of all and to maximize the engagement of the member.

Within the limits of its resources, the club seeks to work with the member and their mental health practitioners to uphold the Disability Discrimination Act (2012) (and any legislation that supersedes this Act).
 - iii. **LBGT Accommodation and Restrictions**

In accordance with the Equal Opportunity (Gender Identity and Sexual Orientation) Act 2000, the Club makes no distinction between members based on gender identity or sexual orientation. The Club expects all members to act with acceptance and encouragement towards each other. In the case of Transgender individuals currently in the transition process, the Club may not have all the facilities required to fully support such a person, but the Club is committed to working with that person (or persons) to create a workable solution to assist that member in reaching their full potential within the Club.
 - iv. **Racial, Religious, and/or Cultural Considerations**

In accordance with Equal Opportunity Act 2010 the Club does not condone, nor does it tolerate, any discrimination, in any form against members based on Race, Religion (or lack thereof) or Culture. Further, where cultural, racial or religious requirements require exceptions outside of the normal policies and procedures set out by LSV and/or SLSA, the Club will work with the member to try and formulate a solution that is safe for all involved and allows the member to reach their full potential within the Club.

- v. **Aboriginal and Torres Strait Islander Considerations**
The Club fully respects the Aboriginal Heritage Act 2006 and 2016 amendment and seeks to support the Victorian Government Community Engagement Programs.
- vi. **Minority Rights**
Where not covered in the above, the Club seeks to support the rights of minority groups within our local community and undertakes to work with members who are part of a minority group to develop pathways within the Club to encourage their aspirations within a lifesaving environment.

3 ANNUAL MEMBERSHIP FEES

- a) In accordance with Rule 8 of the FLSC Constitution the annual membership fees for all categories of membership shall be determined by the Board.
- b) Life Members and Honorary Members shall be exempt from paying an annual membership fee.
- c) A Family membership fee shall be available to parents and such of their dependent children (according to Centrelink Policies as at the First Day of October in the financial year) shall be eligible for membership. A member being in arrears of his/her membership fee in any one year cannot renew his/her membership for the following year until such arrears have been paid.
 - i. Any renewing member who fails to pay his/her membership fee by 30th September in any financial year may have his/her membership terminated.
 - ii. Any renewing member who fails to pay his/her subscription by 31st December in the year following the year in which he or she was a member shall have their membership terminated.
 - iii. Any member whose membership is so terminated and who desires re-admittance to the FLSC shall be required to submit a nomination form as in the case of a new member. The Board shall have the right to determine the conditions or qualifications necessary in connection with such application.
- d) Any member who fails to pay his/her membership fee by 30th September in any financial year is ineligible to vote in any meeting of the Club; whether a General Meeting or a meeting of the Board or a Committee.
- e) All members who have paid their annual membership fee and have not been suspended, excluded or otherwise shall be entitled to use the FLSC's facilities.

4 DISCIPLINE, PENALTIES AND APPEALS

(Refer also Part 3 – Disciplinary Procedure of the FLSC Constitution and Appendix B of these By Laws)

4.1 Glossary of Terms

The following definitions and descriptions of terms shall be held to be the only interpretation applicable

- a) **Complaint** – A General Issue raised about some functional aspect of FLSC, its Operations, Standards or Policies
- b) **Disciplinary Action** - Typically lodged by a FLSC Member in a position of Authority against a member who is alleged to be in violation of:
 - i. FLSC General Code of Conduct for All Members – See Conduct Reference (1);
 - ii. Lifesaving Victoria (LSV) Standard Operating Procedures (SOP); and/or
 - iii. Legislature of Victoria
 - iv. Federal Law of Australia

- c) Grievance – A dispute between two (or more) members such as:
 - i. A Member and another Member
 - ii. A Member and a Board Member; or
 - iii. A Member and Frankston Lifesaving Club (FLSC)

4.2 Three Strikes Policy

Frankston Life Saving Club (FLSC) has adopted a Three Strikes Policy for handling serial offenders who refuse to accept the behavioural modification expected from: Warnings; Reprimands or Suspensions

- a) Frankston Life Saving Club (FLSC) defines a serial offender as any member who has been found guilty of the same offence three times:
 - i. By the application of the FLSC Disciplinary process;
 - ii. After any, and all Appeals by the member have been exhausted; and
 - iii. Within a period of not less than 12 months from the decision on the first offence being handed down.
- b) At the time of the member's second offence for the same issue:
 - i. They will be advised, in writing, of:
 - 1. The consequences of a third repeat offence;
 - 2. Opportunities for guidance, within the club, to avoid a third offence; and
 - 3. If deemed appropriate by The Board, options for counselling through LSV.
- c) Frankston Life Saving Club (FLSC) reserves the right to terminate the membership of a serial offender:
 - i. At the time a decision of guilty is given for the third offence;

4.3 Jurisdiction

- a) The penalising authority for the Club shall be vested in the following -
 - i. The Board
 - ii. A Judiciary Committee formed as per Appendix B, Item 3. Charged with the responsibility of evaluating the issues raised, rendering binding judgment and/or refer their considerations to the full Board for arbitration.
 - iii. Patrol Captains shall have the authority to suspend any patrol member who is engaging in dangerous activities (such as misuse of equipment, intoxication, etc.) or illegal activities (such as violations of Child Protection Act, violation of water safety legislation, hooning, etc.); or where such behaviour violates LSV procedures (such as dereliction of duty by leaving a patrol area while still on duty, refusing legitimate instructions from a Patrol Captain, etc.).
 - 1. *Patrol Captains will have the authority to remove said patrol member immediately from their duties*
 - 2. *Patrol Captains must report the action to Director of Lifesaving Operations within 48 hours in writing.*
 - i. *The Director of Lifesaving Operations will report this suspension no later than the next Board Meeting to the Board in writing, as part of their standard Board report*
 - ii. *The Director of Lifesaving Operations, if they deem the matter time-sensitive/urgent/high-risk (for example: threats of harm to others, etc.), may elect to notify the Board at any time before the next Board Meeting and escalate the matter for immediate action*
 - iii. *The Director of Lifesaving Operations will notify the Member Protection Officer (MPO) within 48 hours of receiving the report from the Patrol Captain to ensure the safety of all parties involved.*

3. *The suspension will stand until the Board can convene for a special meeting or the next board meeting (whichever comes first); at this time a date will be set for a hearing and a decision whether the suspension will continue, be modified or revoked.*

- b) *Should the Board, or the Judiciary Committee appointed by the Board, decide the alleged offence is beyond the responsibility of the Club:
 - i. *The matter will be referred to the appropriate law enforcement agency (i.e., Victoria Police, Department of Human Services, etc.) as per mandatory reporting requirements*
 - ii. *Life Saving Victoria will then be notified of the matter and agency this allegation has been reported to.**

4.4 Lodging an Issue (Complaint/Disciplinary Action/Grievance)

- a) All members and guests of the Frankston Lifesaving Club (FLSC) are entitled to lodge an issue on any matter of concern or perceived violation of rules and/or law by any member or guest of the club

- b) All issues must be lodged in writing, no issues raised verbally or on behalf of another member or guest can be acted on.

Any issue lodged must contain:

- i. The name of the person(s) against whom the issue is being raised
- ii. The name of the person(s) submitting the issue
- iii. The name(s) of any witnesses
- iv. A short description of the incident, including how this is believed to be a violation of FLSC's General Code of Conduct for All Members – See Code of Conduct, rules of safe behaviour and/or Victorian law

- c) Any issue may be lodged with:

- i. The Member Protection Officer (MPO), who:
 1. Must then notify the Board of FLSC – See 4.5
 2. May act as advocate for the parties in the complaint.
- ii. Any Member of the Board who:
 1. Will then raise the matter with the Board no later than the next Board Meeting
 2. May, if the matter is urgent, raise the issue with the Board via email and convene an emergency meeting/teleconference to initiate proceedings
- iii. The Club President, who:
 1. May raise the matter with the Board no later than the next Board meeting
 2. May, if the matter is urgent, raise the Issue with the Board via email and convene an emergency meeting/teleconference to initiate proceedings
- iv. Special Case: Patrol Captains
 1. Patrol Captains are authorized to act to manage Patrol Groups and act to enforce the good conduct and safe compliance of Patrol Members with FLSC General Code of Conduct for All Members – See Terms of Reference (1), Lifesaving Victoria (LSV) Standard Operating Procedures (SOP) and appropriate Legislature of Victoria
 2. Patrol Captains are empowered to suspend from patrol duties immediately any patrol member who they deem to be acting in an inappropriate, unsafe or reckless manner.

Upon issuing of the suspension to the Patrol Member:

- i. The Patrol Captain shall ensure the Patrol Member is signed off from patrol, collects all their gear, changes out of their patrol uniform and leaves the patrol operations area
- ii. A report of the issue will be lodged with the Director of Lifesaving Operations no later than 48 hours after the suspension is issued
- iii. In recognition that this is a volunteer organization and people are not always available to take calls at short notice: If the Patrol Captain judges the matter

- to be urgent (for example: threats of harm to others/self, etc.) and the Lifesavings Operations Director is unavailable, then the Patrol Captain may issue a “broadcast call for help” to the Board as a whole immediately
- iv. The Director of Lifesaving Operations will report this Suspension from Patrol Duties no later than the next Board Meeting to the Board in writing, as part of their standard Board report
 - v. The Director of Lifesaving Operations, if they deem the matter time-sensitive/urgent/high-risk (for example, threats of harm to others, etc.), may elect to notify the Board at any time before the next Board Meeting and escalate the matter for immediate action
 - vi. The Director of Lifesaving Operations will notify the Member Protection Officer (MPO) within 48 hours of receiving the report from the Patrol Captain to ensure the safety of all parties involved
 - vii. The suspension will stand until the Board can convene for a Special Pre-disciplinary Meeting or the matter will be considered as a Pre-disciplinary Note at the next board meeting (whichever comes first) – See 4.5
- v. Special Case: Issues with the Club as an Entity
1. Where a complaint or issue is raised against the Club (FLSC) as a whole or the Board as a governing body of FLSC, the Board will recuse themselves and the matter will be escalated to Lifesaving Victoria (LSV) for adjudication.

4.5 Mediation

It is the intention of The Board that, where possible, issues between members be solved without need to resort to disciplinary or judiciary formalities. It is the firm belief of the Board that most issues within FLSC arise from miscommunications and misunderstanding of basically good people trying to do their best. To this end, the preferred course of action is some form of mediation or open dialogue between the parties. It is the hope of the Board that all members will engage in this spirit of issue resolution.

- a) Special Pre-disciplinary Meeting/Pre-disciplinary Note
- i. At this meeting/portion of a regular Board Meeting, the Board will decide whether:
 1. To Dismiss the matter, with a written notification to all parties;
 2. To Dismiss the matter, with a written cautionary notification to all parties;
 3. The matter to be serious enough to warrant addressing and refer the matter to mediation, at which point:
 - i. All parties will be notified in writing of the Board's decision
 - ii. Mediator(s) will be appointed for this issue. The Mediator(s) shall be:
 - a) A person chosen by agreement between all parties; or
 - b) In the absence of agreement:
 - i. If the dispute is between a Member and another Member – a person appointed by the Board; or
 - ii. If the dispute is between a Board Member and a Member (or vice versa) – a person appointed or employed by the Dispute Settlement Centre of Victoria
 - iii. When the Mediator(s) are confirmed, all parties will be notified in writing
 4. The matter to be serious enough to warrant addressing immediately by the Board, at which point they will:
 - i. Set a date will be set for a hearing
 - ii. Decide if any existing suspensions and/or restrictions will continue, be modified or repealed
 - iii. Notify all parties in writing
 5. The matter exceeds the authority of the Board (i.e., theft, physical assault, sexual harassment, racial vilification, etc.) and:
 - i. Immediately notify the appropriate authorities (i.e., Victoria Police, Department of Human Services, etc.)
 - ii. Notify Lifesaving Victoria

b) Mediation Process

- i. All parties will be contacted by the Mediator(s) to determine an appropriate date for their first meeting. The agreed date will be confirmed with all parties in writing.
- ii. Both parties will be limited to three Mediation Sessions (total, not each). At these meetings, all parties are encouraged to:
 - a. Bring a “support Person” with them, if they so choose. Mediator(s) must be notified of this person before the meeting.
 - b. Be open and forthright with the Mediator(s) so they can form the clearest understanding of all the tension behind the issue
 - c. Bring any and all supporting evidence for your position
 - d. Notify the Mediator(s) of any witnesses should they need to further investigate
 - e. Come to the meeting **not** seeking punishment or revenge toward the other person(s), that is not an individual’s prerogative
 - f. Listen to the other party’s statements, it may be there is more misunderstanding than malice behind their actions
- iii. If at the end of the three sessions an accord has not been reached, the matter will escalate to the Board for adjudication with penalties
- iv. Should an accord be reached, all parties will be on “good behaviour” probation for a period of not less than three months.
 - a. Any party that violates this probationary period will immediately be referred to the Board for adjudication with penalties
- v. Where reasonable, the Mediator(s) shall make themselves available to the parties who have reached an accord to answer any questions during the probationary period and, if necessary, intercede with the parties to ensure they have the best chance of successful completion of the probation
- vi. Gossip, malicious mischief, posting commentaries (positive or negative) on the mediation process on any media or generally disputing the process will be considered a violation of probation. The matter will escalate to the Board for adjudication with penalties
- vii. All outcomes of Mediation will be reported to the Board and written copies are to be provided to all parties
- viii. The Mediator(s) are not permitted to decide the dispute

4.6 Disciplinary Meeting

Should an issue reach the stage where a Disciplinary Meeting is necessary, then the Board is resolute in its intention to reach a swift, equitable and just resolution. If necessary, the Board will administer fair and reasonable penalties, intended to be in accord with the level of the breach of conduct.

a) Convening a Disciplinary Meeting

In the event that an issue fails mediation, the Board shall meet (in person or electronically) to decide whether to:

- i. Assign a Judiciary Committee to handle the matter. If a Judiciary Committee is to be formed, the following will occur:
 1. A Board Member will be appointed as committee Chair
 2. At least two additional committee members from the membership will be invited to join the committee
 3. The Member Protection Officer will be invited to attend the committee to advocate for the parties
 4. All parties will be notified in writing when the Judiciary Committee formed, and a date set for the hearing
 5. The Judiciary Committee shall report to the President and be under the President’s portfolio
- ii. Assume full Board Authority over the matter, this is typically reserved for issues involving Board Members or serious allegations/issues

1. All parties will be notified in writing that the Board, as elected, will hear the matter directly and will also be provided with a date set for the hearing
- b) Disciplinary Meeting Procedure
- i. General terms of reference
 1. The Board, and its representative The Judiciary Committee, reserves the right to penalize a member (or group of members) who are found by due process set out in Procedure of violation of:
 - a. The FLSC General Code of Conduct for All Members – See Code of Conduct 2.4;
 - b. LSV Operating Procedures, Civil;
 - c. Legal legislature of the state of Victoria;
 - d. Federal legislature of Australia; and/or
 - e. The standards set out in the Volunteering Code of Conduct
 2. Penalty decisions shall be promptly conveyed in writing to the body or member(s) concerned and it shall be incumbent on the Club to give immediate effect to such decision, and to notify LSV
 - ii. Meeting Process
 1. Bring any and all supporting evidence for your position
 2. Notify the Board, or its representative The Judiciary Committee, of any witnesses you wish to attend to support your position.
 - a. Witnesses will need to be notified in writing to attend.
 - b. Witnesses not notified in writing will not be admitted.
 3. Each of the parties will be invited to make a statement supporting their case. With regards to making statements:
 - a. Remain on topic
 - b. Be clear and concise in your points
 - c. Use of pre-prepared notes is encouraged
 - d. Avoid personal attacks on other parties
 - e. Attacks on the Board, or its representative The Judiciary Committee, or the Disciplinary process are completely unacceptable and will result in immediate penalty ruling being handed down – See 4.7
 4. The Board, or its representative The Judiciary Committee, may choose to question any of the parties present.
 - iii. Judgment
 1. The Board, or its representative The Judiciary Committee, shall meet in private to consider the evidence and statements made
 2. The Board, or its representative The Judiciary Committee, shall render their decision
 3. Subject to time constraints of the considerations, the Board, or its representative The Judiciary Committee, may elect to notify all Parties of their decision directly
 4. The judgment of the Board, or its representative The Judiciary Committee, must be confirmed in writing to all parties
 5. The judgment of the Board, or its representative The Judiciary Committee, must be tabled at the next Board Meeting as part of the President's Report
 6. Any of the parties may elect to Appeal the judgment of the Board, or its representative The Judiciary Committee, by notification to the FLSC President in writing within 48 hours of the judgment being handed down – See 4.8
 7. Should the Board, or its representative The Judiciary Committee, elect to assign penalties, they will be in line with the process set out in 4.7

4.7 Penalties

It is the intention of the Frankston Lifesaving Club (FLSC) to make any penalties commensurate with the offence that incurred them and not punitive on history, standing within the club or any other factor, real or imagined. Were a penalty having a time span, it is expected that successful completion of the penalty will be taken as settling the matter and any penalized member will then be welcomed back into FLSC without further recriminations.

Any Penalty notification will be in writing

a) Scope of Penalties

Penalties may include, but are not limited to:

- a. Warning – With a probationary period set by penalising body and noted in the President's next following Board Report
- b. Reprimand - with the offence being recorded in the books of the penalising body
- c. 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 one (1) calendar year from the date of the order

Where an individual Club member is suspended by the Club, they shall forfeit either completely or partially, as may be decided:

- i. All privileges as a member of an affiliated Club during the period of their suspension
- ii. In the case of complete suspension, a member shall forfeit all rights during the currency of their suspension
- iii. Partial suspension shall limit such member's participation in inter-Club or LSV activities but shall not interfere with their rights as a Club member
- d. 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 FLSC at some later time
- e. Expulsion - from "Club Membership" would be applied only as a response to a very serious offence against the Club, LSV, SLSC or their principles or ideals

Offence	Occurrence	Penalty
Verbal Abuse	First	Warning
Verbal Abuse	Second	Reprimand
Verbal Abuse	Third	Suspension, 1 month (in season)
Fighting	First	Reprimand
Fighting	Second	Suspension, 1 month (in season)
Fighting	Third	Suspension, 6 months (in season)
Dereliction of Duty (Patrol)	First	Suspension, 6 months (in season)
Dereliction of Duty (Patrol)	Second	Suspension, 12
Dereliction of Duty (Patrol)	Third	Expulsion
Bullying	First	Reprimand
Bullying	Second	Suspension, 1 month + Counselling
Bullying	Third	Expulsion
Putting a Minor at Risk	First	Suspension, 6 months (in season)
Putting a Minor at Risk	Second	Expulsion

4.8 Appeals

Frankston Lifesaving Club (FLSC) is committed to ensuring Justice is not just done but is seen to be done. As such, we provide a detailed appeals process for any member penalized by either the

Board, or its representative The Judiciary Committee.

1. Any member penalized by the Judiciary Committee of FLSC shall have the right to lodge an appeal against such penalty to the Board of FLSC provided that the appeal documents shall be lodged in writing to the FLSC Secretary within fourteen (14) days of either:
 - a. Notification to the Member of the penalty; or
 - b. Notification to the Judiciary Committee of Intention to AppealSaid appeal documents shall set out clearly the grounds of the appeal. The appeal shall be placed before the Board within the Club, and shall be dealt with in the following manner:
 - a. Dismissed and the penalty upheld;
 - b. Dismissed and a heavier penalty imposed;
 - c. Upheld and a lighter penalty imposed; or
 - d. Upheld and the appellant exonerated.
2. Any member penalized by the Club shall have the right to appeal to Lifesaving Victoria (LSV) against the penalty, provided that:
 - a. Such an appeal shall be allowed only after the party concerned has properly availed themselves of the rights of appeal to FLSC as detailed in Part 5 (1);
 - b. The appeal documents shall be lodged within:
 - i. Fourteen (14) days of the imposition of the penalty; or
 - ii. If the party concerned has exercised its right of appeal to FLSC, within fourteen (14) days of the notification of the decision of such appeal
 - c. The appeal shall be made through FLSC who shall forthwith refer the appeal to LSV;
 - d. FLSC reserves the right to submit any representations on the appeal which it may wish to make;
 - e. Upon the setting of an appeal hearing, LSV shall either itself or by its Judiciary Committee or by a Committee appointed for the purpose, hear the appeal and communicate its decision in writing to the appellant;
 - f. Pending an appeal hearing by the LSV Judiciary Committee or by a LSV Committee appointed for the purpose, the Chair of the Committee, after written application by the appellant and only after good cause is shown, may suspend the operation of the penalty until the appeal is heard by LSV

4.9 References

- a) In addition to the matters set out in By-Law 4.1- 4.4 which are of a disciplinary nature, any interested party may submit a Reference or Grievance to the Club upon any matter involving the affairs of the Club, LSV and its members.
- b) Every Reference or Grievance shall be in writing setting out clearly the matters sought to be investigated by the Club, and the Board shall then decide where such Reference shall be directed.
- c) The hearing of a Reference or Grievance shall proceed in accordance with Appendix “B” to these By Laws.
- d) The hearing of any appeal from a decision on a Reference or Grievance shall proceed in accordance with Appendix “B” to these By Laws. (Refer to Clause 6 - Appendix “B”)

5 GOVERNANCE – MEETINGS, THE BOARD AND DIRECTORS

5.1 Meeting Procedures

5.1.1 General

- a) The Chair of the Board or a Committee may, with the consent of the meeting, adjourn it from time to time, and from place to place.

- b) Any person not being a member of a Board or a Committee who is permitted by the Chair to attend a meeting may not address the meeting except at the invitation of the Chair, and in such case no voting privilege shall be thereby conferred.

5.1.2 Voting at Meetings

- a) Unless otherwise provided in the Rules, every resolution submitted to a meeting of the Board or 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 the Board or a Committee shall have a casting vote in addition to that to which he or she is entitled as a member of that Board or Committee. The equality of votes shall be announced prior to the Chair declaring their casting vote.
- e) At any election conducted by the Board or a Committee, the Chair shall announce the outcome of the election.

5.1.3 Agendas and Minutes

- a) Agendas for meetings of the Board or a Committee shall be distributed to appropriate members at least 4 days prior to the Meeting.
- b) Minutes of meetings of the Board or a Committee shall be distributed to members of the 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.

5.1.4 Absence from Meetings

If a member misses three consecutive meetings of the Board or 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 meeting of the Board or a Committee at which the non-attendance is raised.

5.1.5 Order of Business

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

5.1.6 Rules of Debate

- a) The Chair of the Board or 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.

5.1.7 Quorum

The quorum for each Committee meeting in general shall be a majority of the number of persons eligible to be present at the meeting.

5.1.8 Use of Technology for attendance at Meetings

- a) As outlined in the FLSC Constitution Rule 24.6 a Member not physically present at a General Meeting may participate in the meeting using technology that allows that Member and the Members present at the meeting to clearly and simultaneously communicate with each other.

- b) For the purpose of voting a Member must be present for the entire meeting and the Member not physically present and the Members present at the meeting must be able to simultaneously communicate with each other.

5.2 Election of Directors and voting at Annual General Meeting

- a) Election of Directors is as provided in the Constitution Rule 29.
- b) Eligibility to vote is as provided in the By Laws Section 2.2.1 Membership Categories and Constitution Rule 7.2
- c) As per, By Laws Section 2.2.1 Membership Categories: Non-Financial and Temporary members do not have voting rights.
- d) The following voting procedures are as provided for in the Constitution Rule 29.2.
 - i. Votes at a General Meeting shall be given:
 - a. In person by those present and entitled to vote;
 - b. By Absentee vote, where the absentee member provides notification to the Board Secretary, reason for their absence and is entitled to vote;
 - c. By proxy vote, where the absentee member provides notification to the Board Secretary, a completed Proxy Voting Form, reason for their absence and is entitled to vote
 - ii. Members using technology to be present at the meeting as described in By Law 5.1.8 above shall be able to vote. If the vote is by a show of hands then the Member can register their vote orally. If the vote is by secret ballot, then the Member shall register his or her vote by email to the FLSC Secretary or the designated scrutineer who shall have email access at the meeting.
 - iii. If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order, for each vacancy on the Board.
 - iv. Voting shall be by simple majority. Simple majority means "a majority in which the highest number of votes cast for any one candidate exceeds the second-highest number, while not constituting an absolute majority".
 - v. Should there be an equality of votes for any two or more candidates polling the highest number of votes then a subsequent poll shall be taken for those candidates. The candidate with the highest number of votes shall be declared elected.
 - vi. Casual vacancies shall be filled by the Board in accordance with Rule 30.3 of the FLSC Constitution.

5.3 Board

5.3.1 Composition

The composition of the Board is set out in Rule 18.2 of the FLSC Constitution and comprises:

- a) The President;
- b) The Secretary;
- c) The Treasurer;
- d) Lifesaving Director;
- e) Training Director;
- f) Youth Development Director;
- g) Aquatic Sports Director;
- h) Membership Director; and
- i) Administration Director.

The Position Descriptions are as provided in section 6 of these By Laws.

5.3.2 Qualities, Skills and Experience

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

- 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 Associations Incorporation Reform Act 2012 (Vic) in the areas of corporate governance and director's duties and responsibilities;
- e) Significant professional or commercial background including any specialised areas of expertise (e.g. commerce, finance, marketing, law or business) that may benefit the Club;
- 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 Board 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.

5.3.3 Induction / Training

Following their election and prior to or at the first meeting of the Board following the election all new Directors will be briefed by the President or his/her delegate and will receive a copy of the following items:

- a) FLSC Organisational chart;
- b) FLSC Constitution;
- c) FLSC Strategic plan / business plan;
- d) FLSC By Laws;
- e) FLSC Policy register;
- f) Most recent FLSC Annual Report and Financial Statements; and
- g) Other relevant documents on request

5.3.4 Director's Duties

Directors of FLSC 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 FLSC and the Members;
- c) Avoid conflicts of interest;
- d) Not attempt to exercise individual authority over FLSC 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 FLSC matter or issue;
- f) Only speak to the media as requested by the Board or the President;
- g) Adhere to and support the President to govern effectively;
- h) Respect the confidentiality of sensitive issues or business items under negotiation or discussion;
- i) Sign the FLSC Confidentiality Agreement (in duplicate) within seven days of being elected or appointed. See Appendix C
- j) Within 7 days of being elected, submit to FLSC:
 - i. A copy of their Working with Children Check card; or
 - ii. A copy of their receipt of application for a Working with Children Check.
 - iii. A copy of the completion certificate of the SLSA Safeguarding Children & Young People module.

5.3.5 Role and Powers of the Board

- a) It is the role of the Board to provide leadership that will continue to strengthen the position of FLSC as an important aquatic safety organisation in Victoria, specifically in water safety and lifesaving.
- b) Subject to the Associations Incorporation Reform Act 2012 (Vic) and the provisions of the FLSC Constitution, the Board shall:
 - i. Govern the business of lifesaving in Frankston in accordance with the FLSC mission and objects;
 - ii. Exercise the powers of FLSC;
 - iii. Be responsible for acting in accordance with the objectives of FLSC;
 - iv. Operate for the benefit of the Members and the community throughout Frankston;
 - v. Determine the major strategic direction for FLSC;
 - vi. Determine By Laws and policies for FLSC;
 - vii. Review FLSC's performance in achieving its pre-determined aims, objectives and policies; and
 - viii. Manage interstate and international responsibilities.
- c) The Board may exercise all the powers of FLSC, except any power the Associations Incorporation Reform Act 2012 (Vic) or the FLSC Constitution requires FLSC to exercise in a general meeting of Members.
- d) Specific duties of the Board shall include:
 - i. Responsible for financial management, budget development and prudent investment;
 - ii. Liaison with Government departments and allied organisations,
 - iii. Asset acquisition, maintenance and disposal;
 - iv. Ensuring that an Annual Report on the affairs of FLSC is prepared and submitted for adoption at each Annual General Meeting;
 - v. Interpret and integrate accepted corporate culture and ethics into FLSC activities;
 - vi. Manage communications with committees, Members and other stakeholders;
 - vii. Responsibility for the appointment and ongoing review of paid employees or sub-contractors;
 - viii. Manage risk by developing an understanding of the nature of risks which might prevent the Club from achieving its objectives; and
 - ix. Ensure compliance with policies, laws and regulations.

5.3.6 Governing Style

The Board will govern the affairs of FLSC with an emphasis on:

- a) Strategy and policy which will be advantageous to the interests of FLSC 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 FLSC management;
- g) Collective decision making rather than individual;
- h) Focus on the future direction of FLSC;
- i) Being proactive rather than reactive;
- j) Recognising the expertise and know-how of the members in their respective disciplines.

5.3.7 Board Meetings

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

5.4 Directors' Obligations

5.4.1 Legal

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

- a) Directors owe certain duties to FLSC 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 FLSC.
- b) Directors are required to understand the needs of FLSC and their legal responsibilities as Directors. Certain duties apply to a Director in every aspect of FLSC and to every transaction FLSC enters into. Directors are regarded as owing a fiduciary duty to FLSC. This means that a Director has special obligations to FLSC because they occupy a position of trust. As a result of the fiduciary relationship between the Director and FLSC, the Director is bound to exercise their rights and powers in good faith and for the benefit of FLSC. In very broad terms, the principle statutory and common law duties imposed upon Directors may be summarised as follows:
 - i. To act honestly and in good faith in the interests of FLSC as a whole;
 - ii. To exercise the degree of care, skill and diligence that a reasonable person in a like position would exercise in FLSC's circumstances;
 - iii. To exercise powers granted honestly and for the purposes for which they were conferred and not for collateral purposes;
 - iv. To avoid any actual or potential conflict between the obligations owed to FLSC and a Director's personal interest or other duties;
 - v. To keep confidential information obtained confidential, and not to disclose an advantage or business opportunities acquired, in the course of office;
 - vi. To prevent insolvent trading by FLSC.
 - vii. Take reasonable steps to place themselves in a position to guard and monitor the management of FLSC
 - viii. Acquire a working knowledge of the fundamentals of the business of FLSC
 - ix. Keep informed about the activities of FLSC and assess the safety and properness of the business practices of management
 - x. Generally, monitor FLSC affairs and policies, although a detailed inspection of day to day activities need not be undertaken
 - xi. Maintain a familiarity of the financial status of FLSC by regularly reviewing the financial statements
 - xii. Make enquiry into matters revealed by the financial statements which call for enquiry
 - xiii. A Director shall be deemed to have vacated the position in the following circumstances:
 - i. Death.
 - ii. Resignation.
 - iii. Removal by the Board or at a General Meeting.
 - iv. Bankruptcy or insolvency.
 - v. Mental illness.
 - vi. Residency outside Victoria.
- d) When a vacancy occurs in the position of Secretary, the Board shall, within fourteen (14) days, appoint a new Secretary and notify the appropriate Government Department by the prescribed form(s)

5.4.2 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 in FLSC. 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 FLSC 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
 - ii. Directors taking advantage of an opportunity where FLSC is unable
 - iii. Directors contracts with FLSC
 - iv. Conflict of external duties with Directors' duties

- b) Confidential Information (see also Appendix C)
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 Board, and so declared by marking “confidential” or by statement agreed by the Board at the time of declaration; or
 - ii. Which may be reasonably considered by the Board to be commercially or otherwise sensitive or likely to be so to the Board
- Directors have a duty to not make unauthorised disclosures or use of FLSC information. They also have a duty to not disclose or exploit confidential information, such as commercially or price sensitive information or information which is confidential by virtue of a contractual arrangement.
- c) Duty not to Divert Corporate Opportunities
Misuse by a Director of FLSC’s property to make a personal gain or gain for any other person (for example, a company in which the Director is interested) without the authority of FLSC is a clear breach of a Director’s fiduciary obligation. In particular, a Director must exploit corporate opportunities for the benefit of FLSC. A Director who breaches this duty may be liable to account for any gain or profit made. Breach of this duty may also involve a breach of a Director’s duty of honesty described above.
- d) Declaration of Director’s Interests. A Director is disqualified:
- i. from holding any place of profit or position of employment in FLSC, or in any company or incorporated association in which FLSC is a shareholder or otherwise interested; or
 - ii. from contracting with FLSC either as vendor, purchaser or otherwise except with express resolution of approval of the Board. Any such contract or any contract or arrangement entered by or on behalf of FLSC in which any Director is in anyway interested will be voided for such reason.
- e) Disclosure of Interests
The nature of the interest of such Director must be declared by the Director at the meeting of the Board at which the contract or arrangement is first taken into consideration if the interest then exists or in any other case at the first meeting of the Board after the acquisition of the interest.
- f) General Disclosure
A Director may make a declaration in the form prescribed by FLSC that the Director is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company.
- g) Recording Disclosures
The Secretary should record in the Board minutes any declaration made or any general notice provided to the Board.
- h) Conflicts
A Director, notwithstanding the interest, may be counted in the quorum present at any meeting but cannot vote in respect of any contract or arrangement in which the Director is interested. If the Director votes, the vote should not be counted.
- i) Execution of documents
A Director must not execute a document where the Director is interested in the contract or arrangement to which the document relates.

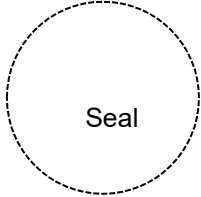
5.4.3 Execution of documents by FLSC

- (a) Where the approval of the Board for the commitment of expenditure or the performance of obligations is required and this commitment or obligation is documented in a manner for execution by FLSC, execution of the document shall be by the Board as follows:
- i. Documents required to be executed by the Board must be accompanied by a recommendation from the responsible Director and a summary of the key commercial terms. The summary should provide details of the following items as a minimum:
 - Document title;
 - Parties;
 - Purpose of document;

- Key dates;
 - Quantum of consideration;
 - Primary obligations of FLSC; and
 - Obligations of other parties.
- ii. When a document has been prepared by external lawyers acting on FLSC’s behalf, a legal sign-off letter must be provided by the relevant law firm stating that the final document has been prepared in accordance with FLSC’s instructions, does not impose any unusual or onerous obligations on FLSC and is in order for execution by FLSC.
- iii. The Board may execute the document without using a common seal in accordance with section 127(1) of the Corporations Act 2001 (Cth) if the document is signed by two directors using the following form:

EXECUTED by FRANKSTON LIFE SAVING CLUB in accordance with a resolution of and by authority of its Board:	
.....
Signature of director	Signature of director
.....
Name of director	Name of director

- iv. The Board may execute the document under seal if the fixing of the common seal is witnessed by two directors using the following form:

THE COMMON SEAL of FRANKSTON LIFE SAVING CLUB is duly affixed by authority of its Board in the presence of:		
.....	
Signature of authorised person	Signature of authorised person	
.....	
Office held	Office held	
.....	
Name of authorised person	Name of authorised person	

- v. Where authorised, a Director may execute a document on behalf of FLSC as its authorised representative using the following form:

SIGNED by <Name> as authorised representative of FRANKSTON LIFE SAVING CLUB in the presence of:	
.....
Signature of witness	By executing this agreement, the signatory warrants that the signatory is duly authorised to execute this agreement on behalf of
.....	FRANKSTON LIFE SAVING CLUB
Name of witness (block letters)	

5.5 Board and Committee Members Code of Ethics

1. Respect the rights, dignity and worth of fellow Directors.	<ul style="list-style-type: none"> • Within the context of a person’s position and responsibilities, treat everyone equally regardless of sex, disability, ethnic origin or religion.
2. Be fair, considerate and honest.	<ul style="list-style-type: none"> • All Directors are deserving of equal say and attention.
3. Responsibility of Directors is for the whole organisation.	<ul style="list-style-type: none"> • Directors are elected “to provide overall direction and leadership for Society activities and services”.
4. Be professional and accept responsibility for your actions.	<ul style="list-style-type: none"> • Directors should attend all Meetings. • Directors should be punctual and should not depart Meetings early. • Language, manner, preparation and presentation should display high standards. • Display control, respect, dignity and professionalism • Encourage fellow Directors to demonstrate the same qualities.
5. Make a commitment to have a detailed understanding and knowledge of the entire organisation.	<ul style="list-style-type: none"> • Improve their current knowledge and understanding of FLSC by reading all relevant documents. • Seek continual improvement through ongoing education and training, whether offered or sought. • Maintain appropriate files.
6. Operate within the rules and spirit of LSV and SLSA.	<ul style="list-style-type: none"> • Directors should be familiar with and follow the FLSC Constitution, By Laws and Policies.
7. Confidentiality is critical.	<ul style="list-style-type: none"> • Directors should maintain confidentiality in accordance with adopted Policies.
8. Refrain from any form of personal abuse towards fellow Directors.	<ul style="list-style-type: none"> • This includes verbal, physical and emotional abuse.
9. Refrain from any form of harassment.	<ul style="list-style-type: none"> • This includes sexual and racial harassment, racial vilification and harassment due to disability.
10. Declare any potential Conflict of Interest.	<ul style="list-style-type: none"> • Directors should declare any and all potential Conflicts of Interest(s) in accordance with adopted Policies.
11. Expression of Concern.	<ul style="list-style-type: none"> • Any concerns regarding the conduct of the Board Meetings should be directed without delay to the President. • Actions taken by Directors or Committee members should be directed, without delay to the President.
12. Other Duties of Directors.	<ul style="list-style-type: none"> • To act honestly always. • Not to make improper use of information for personal advantage. • Not to gain by improper use of the position. • Directors should exercise a degree of skill and diligence that any ordinary person would expect a Director to take. • Directors should ensure obligations under the Associations Incorporation Reform Act 2012 (Vic) are met.
13. Be a positive role model.	

5.6.1 COMMITTEES MAY BE ESTABLISHED

5.6.2 Formation of a Committee

The Board may from time to time establish a Committee for a specific purpose and a specific duration. Any Committee so established shall have its membership and role reviewed at least annually and normally at the first meeting of the Board following an Annual General Meeting.

5.6.3 Advisory Committees

a) Delegation to Advisory Committees

- i. The Board may delegate any of their powers to an Advisory Committee consisting such number of persons as they think fit.
- ii. A delegation of a power, or a specified class of powers, may be made either generally or as otherwise provided by the terms of delegation.
- iii. The terms of delegation of the Advisory Committees are outlined in FLSC By Laws or the Charter for such Advisory Committees developed in accordance with the FLSC Constitution.
- iv. Advisory Committee members must sign the FLSC Confidentiality Agreement upon commencement in the role.

b) Role of Advisory Committees

Under the leadership of the Advisory Committee chair, Advisory Committee members are required to:

- i. work within their respective Committee specified roles and responsibilities as set out in the terms of delegation (if any);
- ii. discuss, debate and submit objective recommendations on issues to the Board or relevant Committee (as appropriate);
- iii. assess items that may be referred to them from time to time.

c) Duties of Advisory Committee Members

Advisory Committee members are expected to:

- i. submit recommendations to the Board;
- ii. exercise care to make decisions in the best interests of FLSC;
- iii. avoid conflict of interest;
- iv. work within the specified terms of delegation;
- v. interact with key stakeholders and members as required;
- vi. evaluate their effectiveness as a Committee.

d) Advisory Committee Member Limitations

Advisory Committees report to the Board and are accountable for the performance of their duties as an Advisory Committee member. An Advisory Committee member must work cooperatively with the officers or any FLSC staff member; No Advisory Committee member is authorised to incur expenses or debts on behalf of FLSC; All Advisory Committee members are expected to abide by FLSC's rules, policies, regulations and directives.

e) Advisory Committee Roles and Terms of Reference

Refer to Appendix F

6 CLUB FUNCTIONAL STRUCTURE AND FUNCTIONS

The structure and reporting lines are shown in Appendix G.

6.1 BOARD POSITIONS

6.1.1 Position Description – PRESIDENT

1. Position Objective:

Notwithstanding the legal duties and the prescribed duties of Directors within the By Laws and the Constitution of Frankston Life Saving Club, the role of the President is to preside over all activities of Frankston Life Saving Club, have a final responsibility for the integrity and development of the organisation and demonstrate leadership in representing the organisation at the highest level. In addition; to manage the operation and future development of all Club activities to ensure that all functions are carried out to ultimately achieve the Club's objectives. It is preferred, not compulsory, that the President hold or have held an SLSA Bronze Medallion, or SLSA award. It is mandatory that the President complete the SLSA Safeguarding Children and young People Awareness course.

2. Responsible to: The Board, Club Members, and LSV.

3. Reporting Positions: Directors

4. Financial Authority: To approve any expenditure (in consultation with the Treasurer and in accord with the Club Expenditure Policy).

5. Functions:

- a. Fulfil the obligations of a Director of Frankston Live Saving Club.
- b. Provide leadership and direction in all Club activities and manage the ongoing operation of the Club in conjunction with the Board.
- c. Represent the Club at local community level, LSV Council of Lifesaving Clubs meetings and any other formal functions as required.
- d. Monitor the Club's operation by way of effective reporting by club officials.
- e. Evaluate the completion of designated tasks by Club officials and instigate corrective action where necessary.
- f. Chair meetings of the Board.
- g. Develop a Strategic Plan for the Club in accordance with the Club's objectives, initiate a program for the implementation of the Plan.
- h. Act as a spokesperson on all matters generally affecting the Club.
- i. Act in the best interests of the Club.
- j. Unless otherwise agreed by the Board the President shall be the Licensee for liquor licensing laws.

6.1.2 Position Description – SECRETARY

1. Position Objective:

Prepare minutes of all Board and General Meetings and arrange for their circulation. Reply to correspondence as directed by the Board. It is preferred, not compulsory, that the Secretary hold or have held an SLSA Bronze Medallion, or SLSA award. It is mandatory that the Secretary complete the SLSA Safeguarding Children and young People Awareness course.

2. Responsible to: The Board

3. Reporting Positions: Nil.

4. Financial Authority: To approve any expenditure (in consultation with the Treasurer and in accord with the Club Expenditure Policy).

5. Functions:

The specific tasks of the Secretary include:

- a. Overseeing the FLSC's compliance program and ensuring all legislative obligations are met.
- b. Establishing an annual Board calendar to ensure timely completion of all business and reporting matters.
- c. Ensuring that the agenda and Board papers are prepared and forwarded to directors at least four (4) days before the Board meeting.
- d. Recording, maintaining and distributing the minutes of all Board meetings as required.
- e. Preparing for and attending all General Meetings of the FLSC.
- f. Recording, maintaining and distributing the minutes of all Annual and Special General Meetings of the FLSC.
- g. Ensuring all requirements of the Act are fully met.
- h. Providing counsel for corporate governance principles and individual director liability.
- i. To ensure that the organisation pursues its objects as defined in its governing document.
- j. The Secretary is required to notify LSV and the appropriate Government Department by the prescribed form concerning:
 - i. Appointment (within fourteen (14) days).
 - ii. A change of residential address (within fourteen (14) days).
 - iii. A change in the Club's Objects or Rules (within fourteen (14) days).
 - iv. The Club's financial affairs (within one (1) month after the Annual General Meeting).
 - v. A change in the Club's name (within one (1) month).
- k. When a vacancy occurs in the position of Secretary, the Board shall, within fourteen (14) days, appoint a new Secretary and notify the appropriate Government Department by the prescribed form(s)

6.1.3 Position Description – TREASURER

1. Position Objective:

Notwithstanding the legal duties and the prescribed duties of Directors within the By Laws and the Constitution of Frankston Life Saving Club, the role of the Treasurer is to coordinate all functions associated with the Club's finances. It is preferred, not compulsory, that the Treasurer hold or have held an SLSA Bronze Medallion, or SLSA award. It is mandatory that the Treasurer complete the SLSA Safeguarding Children and young People Awareness course.
2. Responsible to: The Board, Club Members
3. Reporting Positions: None
4. Financial Authority: Purchase of budgeted items jointly with the President and individual items (not budgeted) in consultation with the Director and the President in accord with the Club Expenditure Policy.
5. Functions:
 - a) Fulfil the obligations of a Director of Frankston Live Saving Club.
 - b) Management of the Club's expenditure in consultation with the Board.
 - c) Develop the annual budget and monitor against expenditure.
 - d) Co-ordinate the production of the budgets for each section and assist the relevant executive in charge in preparation of the individual budget.
 - e) Provide timely and accurate reports to the Board on Club expenditure against budgets
 - f) Develop, implement and monitor financial controls for the Club.
 - g) Prepare the annual financial statements and coordinate the audit of the Club's accounts prior to and for presentation at the Annual General Meeting.
 - h) Receive and bank all monies and issue receipts and pay all bills after receiving the necessary authorisations. Keep the prescribed books of accounts and submit a summarised statement to each Board meeting. Prepare an annual statement of Income and Expenditure together with a Balance Sheet setting out the Club's assets and liabilities.
 - i) Act generally in the best interests of the Club.

6.1.4 Position Description – LIFESAVING DIRECTOR

1. Position Objective:
Notwithstanding the legal duties and the prescribed duties of Directors within the By Laws and the Constitution of Frankston Life Saving Club, the role of the Lifesaving Director is to coordinate all functions in the provision of all lifesaving operations at and from the FLSC. The Lifesaving Director must hold or have held a SLSA Bronze Medallion. It is mandatory that the Lifesaving Director complete the SLSA Safeguarding Children and young People Awareness course.
2. Responsible to: The Board, Club Members, LSV
3. Reporting Positions: Patrol Officer, Patrol Captains, First Aid Officer, Power craft Officer and other lifesaving roles as determined by the Director.
4. Financial Authority: In accord with Club Expenditure Policy.
5. Functions:
 - a. Fulfil the obligations of a Director of Frankston Live Saving Club.
 - b. Co-ordinate all functions associated with the provision of patrol services including the maintenance of efficient quality patrols.
 - c. Review and implement any directives provided by LSV and SLSA.
 - d. Provide the Board with details of operation, including a report, taken from the Patrol Logs/Register, which shall be tabled at each Board meeting indicating any breaches that require investigation.
 - e. Communicate with local authorities on patrol operations.
 - f. Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively.
 - g. Ensure all required documentation, logbooks and patrol reporting is completed in a timely manner,
 - h. Ensure the club is represented on the appropriate LSV Council.
 - i. Act generally in the best interests of the Club.

6.1.5 Position Description – TRAINING DIRECTOR

1. Position Objective:
Notwithstanding the legal duties and the prescribed duties of Directors within the By Laws and the Constitution of Frankston Life Saving Club, the role of the Member Development Director is to coordinate all functions in the provision of Development Services to:
 - a) Work with LSV and SLSA, their agents and representatives, to source and make available to the Members opportunities for members to further their skills development;
 - b) Work with the District Training Officer to ensure that all Policies, Rules and Regulations re observed to ensure that members qualification and re-qualifications are properly processed with LSV;
 - c) Manage, coordinate and oversee other trainers within the club;
 - d) Where possible, facilitate opportunity(ies) for members to develop skills relevant to the operation and/or management of a lifesaving club.
 - e) Engage with the Lifesaving Director, Youth Development Director and/or Aquatic Sports Director in the preparation of program(s) to assist in the achievement of their objectives.
 - f) Cultivate, encourage and, where possible, retain training assets within the Club to further enhance the opportunities available to the members
 - g) Seek to identify opportunities to engage with community organizations (such as local schools, clubs, etc.) to increase awareness of skills development opportunities and practical skills development through the club.
 - h) Seek opportunities to prompt cross-club training relationships.

- i) While the Training Director is not specifically required to engage in “hands on training”, given the nature of the role, it is preferred but not compulsory that:
 - i. The Training Director hold, or have held a SLSA Bronze Medallion, or SLSA award.; and/or
 - ii. A Training and Assessment qualification; and/or
 - iii. Such educational skills and qualifications to allow the Training Director to complete the duties listed in (a) to (h)
 - j) It is mandatory that the Training Director complete the SLSA Safeguarding Children and young People Awareness course.
2. Responsible to: The Board, Club Members
 3. Reporting Positions: The Board, District Training Officer, LSV Training Officer
 4. Financial Authority: In accord with the Club Expenditure Policy.
 5. Functions:
 - a) Fulfil the obligations of a Director of Frankston Life Saving Club.
 - b) Coordinate all functions associated with the provision of training services.
 - c) Ensure that all active members are proficient and maintain a record of proficiencies.
 - d) Review and implement any directives provided by LSV.
 - e) Provide the Board with details of operation.
 - f) Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively.
 - g) Ensure the club is represented on the appropriate LSV Council.
 - h) Act generally in the best interests of the Club.

6.1.6 Position Description – YOUTH DEVELOPMENT DIRECTOR

1. Position Objective:

Notwithstanding the legal duties and the prescribed duties of Directors within the By Laws and the Constitution of Frankston Life Saving Club, the role of the Youth Development Director is to oversee youth (5-16 years) leadership and development activities. It is preferred, not compulsory, that the Youth Development Director hold or have held an SLSA Bronze Medallion, Age Managers Award of SLSA award. It is mandatory that the President complete the SLSA Safeguarding Children and young People Awareness course.
2. Responsible to: The Board, Club Members
3. Reporting Positions: Nipper Coordinators, Age Managers
4. Financial Authority: In accord with the Club Expenditure Policy.
5. Functions:
 - a. Oversee the preparation and monitoring of:
 - i. Junior Activities Program including Nippers Junior Activities competition and representative team management.
 - ii. Youth development programs, Cadets and youth retention.
 - iii. Junior Activities administration and management.
 - b. Ensure that there is a strong link between junior activities, lifesaving services and competition.
 - c. Ensure the club is represented on the appropriate LSV Council.
 - d. Fulfil the obligations of a Director of Frankston Live Saving Club.
 - e. Plan for the continuous improvement of youth development activities.
 - f. Attend professional development training as requested to ensure skills and content knowledge are current.

- g. Attend LSV management meetings as required.

6.1.7 Position Description – AQUATIC SPORTS DIRECTOR

1. Position Objective:

Notwithstanding the legal duties and the prescribed duties of Directors within the By Laws and the Constitution of Frankston Life Saving Club, the role of the Aquatic Sports Director is to coordinate all functions in the provision of Club Competition to ensure that competition is promoted and encouraged within the Club membership, particularly with new members. It is preferred, not compulsory, that the Aquatic Sports Director hold or have held an SLSA Bronze Medallion, or SLSA award. It is mandatory that the President complete the SLSA Safeguarding Children and young People Awareness course.

2. Responsible to: The Board. Club Members. LSV

3. Reporting Positions: Team Manager, Captain – Boat. Captain -Ski and Board, Captain – IRB, Captain – Beach, Captain – Swim, Club Coaches

4. Financial Authority: In accord with the Club Expenditure Policy.

5. Functions:

- a. Fulfil the obligations of a Director of Frankston Live Saving Club.
- b. Co-ordinate all functions associated with the provision of Club competition.
- c. Review and implement any directives provided by LSV.
- d. Provide the Board with details of operation.
- e. Develop and promote competition ethics.
- f. Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively.
- g. Manage the reporting positions to operate within the budgetary limits developed in conjunction with the Treasurer and approved by the Board.
- h. Ensure the club is represented on the appropriate LSV Council.
- i. Act generally in the best interests of the Club.

6.1.8 Position Description –MEMBERSHIP DIRECTOR

1. Position Objective:

Notwithstanding the legal duties and the prescribed duties of Directors within the By Laws and the Constitution of Frankston Life Saving Club, the role of the Membership Director is to:

- a) Coordinate any recruitment and/or open day events intended to raise public awareness of the Club and provide opportunities for the public to join the Club;
 - i. Coordinate with Administration Director to ensure that membership opportunities are included in any public information package, where appropriate.
- b) Handle enquires from the public regarding membership requirements, costs, etc.
- c) Ensure legal compliance by Members is maintained, including, but not limited to:
 - i. Verification that Working with Children Checks and Police Checks are current;
 - ii. Members are fully financial;
 - iii. Child Protection Act requirements are distributed and followed
- d) Put forward applications for approval by the Board
- e) Maintain Club and Surfguard (or equivalent database system(s)) records are up-to-date
- f) Maintain Nippers, Senior Patrol and Membership rolls and ensure all participating members are financially current
- g) Manage membership payments by
 - i. Generate Invoices for renewals/new members;
 - ii. Approve payment plans; and
 - iii. Follow up on all outstanding payments from members (or pending members)
- h) Liaise with Lifesaving Operations Director, Training Director and Youth Development Director of member status of any members seeking to engage with the club

2. It is preferred, not compulsory, that the Membership Director hold or have held an SLSA Bronze Medallion, or SLSA award. It is mandatory that the President complete the SLSA Safeguarding Children and young People Awareness course.
3. Responsible to: The Board, Club Members
4. Reporting Positions: The Board, Lifesaving Operations Director, Training Director, Youth Development Director, Treasurer, Surfguard Registrar
5. Financial Authority: In accord with the Club Expenditure Policy.
6. Functions:
 - a. Fulfil the obligations of a Director of Frankston Live Saving Club.
 - b. Review and implement any directives provided by LSV.
 - c. Communicate with the general public, members and, where appropriate, local authorities/organizations to ensure a clear understanding of membership requirements.
 - d. Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively.
 - e. Act generally in the best interests of the Club.

6.1.9 Position Description – ADMINISTRATION AND PUBLIC RELATIONS DIRECTOR

1. Position Objective:

Notwithstanding the legal duties and the prescribed duties of Directors within the By Laws and the Constitution of Frankston Life Saving Club, the role of the Administration Director is to coordinate all functions in the provision of the administration services to ensure that all administration and support services are provided effectively within the standards set in establishing the objectives. It is preferred, not compulsory, that the Administration and Public Relations Director hold or have held an SLSA Bronze Medallion, or SLSA award. It is mandatory that the President complete the SLSA Safeguarding Children and young People Awareness course.

In addition, coordinate all functions in the provision of the marketing and promotion of the Club to ensure that: Club's objectives are achieved which incorporates the budgeted income as a result of fund raising/sponsorship. The desired image is portrayed to the Club's supporters, members, sponsors and Government. The Club's image is raised to the extent of acceptance within the local community and consideration by the community that Frankston is the premier club in Victoria.

2. Responsible to: The Board, Club Members
3. Reporting Positions: Uniform Coordinator, Functions Coordinator, Maintenance Officer
4. Financial Authority: In accord with the Club Expenditure Policy.
5. Functions:
 - a. Fulfil the obligations of a Director of Frankston Live Saving Club.
 - b. Co-ordinate all functions associated with the provision of administration and related services.
 - c. Review and implement any directives provided by LSV.
 - d. Communicate with the general public, members, local authorities, sponsors, supporters, potential supporters and sponsors in promoting the Club and its activities
 - e. Coordinate all functions associated with the marketing, promoting, fundraising, sponsorship, public relations and general communication of the Club and its activities.
 - f. Be responsible for the timely production of the Club's Annual Report.
 - f. In conjunction with the other directors, provide effective internal communication by means of the Club Facebook page or other media.
 - g. Prepare and implement a marketing plan in conjunction with the President to encompass the overall strategic plan for the Club.

- h. Co-ordinate, through the Uniform coordinator, sales and marketing of Club merchandise.
- i. Monitor and manage the clubs liquor licensing obligations.
- j. Monitor and manage the hire and use of the clubs Function Room.
- k. Co-ordinate all functions associated with the management and maintenance of the Club's facilities.
- l. Assist each of the other members of the Board in establishing fund raising programs and specific marketing objectives.
- m. Establish contact and maintain communication with the media in promoting Club and Club activities.
- n. Arrange for the provision of legal and insurance services.
- o. Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively.
- p. Act generally in the best interests of the Club.

6.2 PRESCRIBED OPERATIONS POSITIONS

- a) Lifesaving Response Unit (LRU) Coordinator
- b) Events Coordinator
- c) Patrol Officer
- d) First Aid Officer
- e) Nipper Coordinator: Male and Female
- f) Water Safety Supervisor
- g) Uniform Officer
- h) Surfguard Registrar
- i) Power craft officer
- j) Maintenance Officer

6.2.1 Lifesaving Response Unit (LRU) Coordinator

1. Position Objective:
Notwithstanding the legal duties and the prescribed duties of Officers within the By Laws and the Constitution of Frankston Life Saving Club, the role of the LRU Coordinator is to coordinate all functions in the provision of after-hours emergency response services to ensure that: The Club provides a 24/7 emergency callout service providing specific aquatic search and rescue support to Frankston beach and the surrounds. Volunteer life savers training, skills and knowledge are enhanced. The Lifesaving Response Unit Coordinator must hold or have held an SLSA Bronze Medallion, or SLSA award.
2. Responsible to: Lifesaving Director.
3. Reporting Positions: Lifesaving Response Unit.
4. Financial Authority: In accord with Club Expenditure Policy.
5. Functions:
 - a) Fulfil the obligations of a Club Official.
 - b) Co-ordinate all functions associated with the provision of 24/7 callout services including maintaining a relationship with Frankston Council's MEMPC and other emergency service agencies.
 - c) Review and implement any directives provided by the Lifesaving Director.
 - d) Provide the Lifesaving Director with details of operation.
 - e) Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively.
 - f) Ensure all required documentation, logbooks and callout reporting is completed in a timely manner.

- g) Ensure the club is represented on the LSV AMSAR.
- h) Act generally in the best interests of the Club.

6.2.2 Events Coordinator.

1. Position Objective:

Notwithstanding the legal duties and the prescribed duties of Officers within the By Laws and the Constitution of Frankston Life Saving Club, the role of Events Coordinator is to coordinate all functions in the provision of water safety services outside of normal club activities to ensure that:

- Club resources are utilised to meet financial goals.
- Water safety services are provided in a professional manner with particular emphasis on the application of sound risk management principals to ensure safety of members, event competitors and club equipment.
- The Club's image is raised to be recognised as the premier water safety provider in Victoria. It is preferred, not compulsory, that the Events Coordinator hold or have held an SLSA Bronze Medallion, or SLSA award.

2. Responsible to: Lifesaving Director.

3. Reporting Positions: None

4. Financial Authority: In accord with Club Expenditure Policy. To provide quotes to potential hirers of the Club's services, and ensure invoices are paid which delivers positive financial return on assets used.

5. Functions:

- a) Fulfil the obligations of an Officer of Frankston Life Saving Club.
- b) Co-ordinate all functions associated with the provision of Water Safety Services to sporting events, either within or outside of Life Saving.
- c) Provide the Lifesaving Director with details of operation.
- d) Complete Special Event applications to LSV for each event.
- e) Ensure relevant risk assessments and insurances are in place prior to participating in events.
- f) Act generally in the best interests of the Club.

6.2.3 Patrol Officer

1. Position Objective: To ensure patrol commitments of FLSC are met and to maximize patrol effectiveness and efficiency. It is preferred, not compulsory, that the Patrol officer hold or have held an SLSA Bronze Medallion, or SLSA award.

2. Responsible to: Lifesaving Director

3. Reporting Positions: Patrol Teams

4. Financial Authority: None

5. Functions:

- a) Ensure patrol lists are prepared and circulated in a timely manner.
- b) Liaise with Patrol Captains to ensure all patrols are appropriately manned.
- c) Set patrol penalties in conjunction with the Lifesaving Director.
- d) Ensure patrol records are accurate and up to date.
- e) Report patrol requirements to the Lifesaving Director, the Board and to LSV as required.
- f) Liaise with the Power craft Officer to ensure all power craft is in operational condition or if otherwise isolated from potential use or misuse.

6.2.4 First Aid Officer

1. Position Objective: To ensure FLSC has the requisite first aid equipment and supplies available.

It is preferred, not compulsory, that the First Aid Officer hold or have held an SLSA Bronze Medallion, or SLSA award.

2. Responsible to: Lifesaving Director
3. Reporting Positions: None
4. Financial Authority: In accord with the Club Expenditure Policy.
5. Functions:
 - a) Ensure all first aid equipment is presented to the annual LSV gear inspection in a satisfactory operational condition.
 - b) Monitor and repair or arrange repair of all club first aid equipment.
 - c) Ensure adequate stocks of oxygen are maintained.
 - d) Monitor and ensure first aid stocks are above minimum levels throughout the season.
 - e) Maintain the First Aid room in a clean and tidy condition.

6.2.5 Nipper Coordinator (Male and Female)

1. Position Objective: To be responsible for the planning and execution of the Nipper program. It is preferred, not compulsory, that the Nipper Coordinator hold or have held an SLSA Bronze Medallion, or SLSA award.
2. Responsible to: Youth Development Director
3. Reporting Positions: Age Group Managers, Water Safety Supervisor
4. Financial Authority: In accord with the Club Expenditure Policy.
5. Functions:
 - a) To be responsible for the planning and execution of the annual Junior Activities (Nipper) program.
 - b) Ensure Age Group Managers are appointed and adequately trained and qualified in accordance with FLSC, LSV and SLSA requirements.
 - c) Ensure that minimum water safety levels are always satisfied.

6.2.6 Water Safety Supervisor

1. Position Objective: Ensure there are adequate water safety resources for all Nipper sessions including participation on Junior Carnivals. It is preferred, not compulsory, that the Water Safety Supervisor hold or have held an SLSA Bronze Medallion, or SLSA award.
2. Responsible to: Youth Development Director
3. Reporting Positions: Water safety personnel
4. Financial Authority: None
5. Functions:
 - a) To be responsible for the planning, risk assessments and implementing water safety for all Junior Activities (Nipper) programs.
 - b) Ensure appropriate safety ratios and equipment is in use.
 - c) Ensure that minimum water safety levels are always satisfied.
 - d) Inform the Nipper Coordinator and Youth Development Director when water activities need to be modified or cancelled due to water conditions, inadequate safety personnel or equipment or other safety reasons.

6.2.7 Uniform Officer

1. Position Objective: Responsible for purchase and sale of club attire (club bathers, team uniforms, casual wear). It is preferred, not compulsory, that the Uniform Officer hold or have held an SLSA Bronze Medallion, or SLSA award.
2. Responsible to: Administration Director
3. Reporting Positions: None
4. Financial Authority: In accord with the Club Expenditure Policy.
5. Functions:
 - a) Ensure the Club Shop is adequately stocked with relevant club attire (club bathers, team uniforms, casual wear)
 - b) Ensure opening hours reflect club member requirements.
 - c) Identify and train as necessary shop staff.
 - d) Keep safe all stock, and ensure invoices are provided for all transactions.
 - e) Undertake a stock audit at season's end or as required by the Treasurer.

6.2.8 Surfguard Registrar

1. Position Objective: To assist the Membership Director with up-to-date lists of all financial members and their contact details WWC's and liaise with the Treasurer regarding the collection of membership fees. It is preferred, not compulsory, that the Surfguard Registrar hold or have held an SLSA Bronze Medallion, or SLSA award.
2. Responsible to: Membership Director
3. Reporting Positions: None
4. Financial Authority: In accord with the Club Expenditure Policy.
5. Functions:
 - a) Assist the Membership director in ensuring all FLSC member records are complete, correct and updated.
 - b) Inform members when there are any gaps or deficiencies in member records held on Surfguard.
 - c) Keep up to date on Surfguard matters and inform the Board as necessary.
 - d) Attend Surfguard related meetings or information sessions as conducted from time to time by LSV or SLSA.
 - e) Provide information/report to the Membership Director for their monthly board report

6.2.9 Powercraft Officer

1. Position Objective: Manage the FLSC powercraft (e.g. IRB, SSV and associated equipment) ensuring all equipment is maintained in a safe and operational condition. It is preferred, not compulsory, that the Powercraft Officer hold or have held an SLSA Bronze Medallion, or SLSA award.
2. Responsible to: Lifesaving Director and in liaison with the Member Development Director and Aquatic Sports Director.
3. Reporting Positions: None
4. Financial Authority: In accord with the Club Expenditure Policy.

5. Functions:

- a) Arrange repairs as necessary after obtaining the necessary approval for expenditure.
- b) Maintain records of powercraft and associated equipment owned by the FLSC and any repairs and/or servicing conducted for each.
- c) Ensure the powercraft and associated equipment is stored in a clean, tidy and safe area and that all safety requirements of WorkSafe Victoria, LSV and SLSA are met.
- d) In conjunction with the Member Development Director co-ordinate training within the section
- e) Take responsibility for sectional entries at State and National Competitions.

6.2.10 Maintenance Officer

1. Position Objective: To monitor the condition of the club facilities and initiate necessary maintenance activities within the responsibility of the FLSC, liaising with the Board and the City of Frankston as may be necessary. It is preferred, not compulsory, that the Maintenance Officer hold or have held an SLSA Bronze Medallion, or SLSA award.
2. Responsible to: Administration Director
3. Reporting Positions: None
4. Financial Authority: In accord with the Club Expenditure Policy.
5. Functions:
 - a) Monitor the club facilities to ensure a high standard of presentation.
 - b) Conduct in a safe manner a first level of maintenance and within the Officers capability.
 - c) Liaise with the Board and/or the City of Frankston, as relevant or appropriate, on matters of club facility maintenance.
 - d) Conduct an annual inspection of the club facilities and report the condition assessment to the Board.

7. OPERATING PRINCIPLES

Frankston LSC is affiliated with Life Saving Victoria and Surf Life Saving Australia and as such adopts and complies with the policies adopted by those organizations from time to time. In addition, Frankston LSC has several general operating principles as set out in this section and a suite of policies as set out in Appendix E. In the interests of Safeguarding Children and young people, Frankston LSC specify where appropriate are the measures taken to ensure that children and young people are supervised by a responsible adult outside of their participation in activities as outlined below.

7.1 Patrol Members Obligations

This section should also be read in conjunction with Policy 001 – Patrol Rules and Regulations and the LSV SOPs as at 14 October 2015 and as updated.

7.1.1 Patrol Obligations.

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

- a) Active Members shall attend patrols as qualified, rostered or appointed provided that: -
 - i. A member desirous of transferring from one Patrol to another shall do so only with the consent of the Patrol Officer;
 - ii. 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;
 - iii. Representation at any Carnival as a Selected Competitor or Carnival Official or at any demonstration or meeting of the FLSC does not constitute patrol attendance and it shall be the responsibility of the individual to arrange substitution in these instances;
 - iv. Exemption for patrol duty may be granted by the Board in special circumstances, but for extended periods of exemption written application shall be made to the Board who shall decide the issue;

- v. At each Meeting of the Board a report, taken from the Patrol Logs/Register, shall be tabled by the Lifesaving Director indicating any breaches that require investigation.
- b) An Active Member must make sure they have paid their membership fees prior to undertaking requalification tests, 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) An Active Member must be currently proficient.
- d) An Active Member who is late for Patrol duty or who misses a Patrol without notifying his Patrol Captain may be allotted a Penalty at the discretion of the Director of Rescue Services.
 - I. 1st patrol missed = 1 make up patrol
 - II. 1 patrol missed without make up = 1 make up patrol plus 1 penalty patrol and miss the next LSV State Titles if a competitor
 - III. 2nd patrol missed = 2 make up patrols plus 1 penalty patrol and miss the next LSV State and SLSA National Titles if a competitor
 - IV. 3rd patrol missed = recommendation to the Board that the member be suspended for a period of 1 month.
- e) 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 tower or lookout duty.
- f) In the absence of the Patrol Captain the Patrol Vice-Captain shall have like power and authority. 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 extenuating circumstances arise and then must first obtain permission from their Patrol Captain.
- g) Patrol Captains are held responsible for the efficiency of their patrols and are required to record in the Patrol Register the names of absentees from their Patrols, and any irregularity such as being late, leaving early or not being in the regulation dress.
- j) Patrol Captains shall regularly test their Patrol on their ability and knowledge of the resuscitation methods and rescue procedures utilising the gear on patrol.
- k) 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.

7.1.2 Patrol Hours

- a) Unless otherwise exempt all Active Members must complete a minimum of 16 patrol hours each calendar year.
- b) Members must arrive on patrol 30 minutes prior to the time listed on the roster. Patrol finishes when the member is released by the Patrol Captain.
- c) Members who are not rostered but wish to complete patrol hours must seek the Patrol Captain's approval and complete a minimum of 3 patrol hours.

7.1.3 Patrol Obligation/Exemption Policy

In relation to patrol duties the following shall apply: -

- (a) FLSC 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) FLSC may provide exemptions for senior Club Officers, and persons whose Club duties are such that exemption is provided in the Club Constitution and By Laws or by special resolution of a meeting of the Board.
- (d) The SLSA may provide exemption from all or part of Club Patrol duties for members of Advisory/Standing Committees, senior SLSA Officers or members of SLSA Special Rescue Services.

- (e) Under no circumstances shall competitors be granted Patrol or Club duty exemptions solely upon competition reasons. Any Patrol or duty exemption, granted by a Club, excepting those provided for in (c) and (d) above, must be immediately submitted for ratification to LSV stating names and reasons for the exemption.
- (f) Information shall be issued from time to time advising of the Policy and specific conditions that currently apply to such obligations/exemptions.

7.1.4 Active members aged between 13yo and 17yo

In relation to members of this age group the following shall apply: -

- (a) FLSC recognises its obligations under the Child Safe Standards and as such members of this age group when signed on to one of the following activities:

- i. Patrols,
- ii. Water Safety for Nippers, School Groups and any other event that the club provides water safety for,
- iii. Training & Assessing.

the member is deemed to be under the supervision of either:

- iv. A Patrol Captain or Vice-Captain,
- v. Water Safety Coordinator.
- vi. Training Officer or Assessor.

for the duration of the activity. On completion of the activity the member must then be signed out to their parent or nominated guardian and must be supervised at all times whilst on the club premises together with complying with Section 8 Club House Rules.

Members should also refer to Policy 001 & Policy 015.

7.2 Lifesaving Response Unit (LRU)

The Frankston LRU provides a backup resource to the core patrolling at the Frankston LSC that comprises highly qualified lifesavers dedicated to providing a safe aquatic environment for visitors to beaches for which FLSC is responsible.

The functions of the LRU shall be as approved from time to time by the Lifesaving Director and the Board.

7.2.1 Dealing with Inappropriate Behaviour

7.2.2 Scope

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

- Suspect Sex Offenders
- Indecent exposure
- Public Sexual Activities

7.2.3 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 FLSC member support or accuse an individual or suspect regardless of the reporting circumstances.

7.2.4 Procedures

Where a person reports someone to a FLSC member or a FLSC member observes someone involved in offensive inappropriate behaviour or they believe someone to be suspicious they should follow the procedures listed below.

- Make note of the person’s description
- Contact LSV Comms for Police assistance
- Maintain surveillance of the beach and/or water giving close supervision to any child that

- is at risk of inappropriate adult sexual behaviour.
- When Police arrive, the FLSC member should offer their assistance. If they require no further help, the FLSC member should return to their normal duties
- Where Police are not on-site designated FLSC members should search for the suspect and observe them staying in contact with their patrol until the Police respond

The patrolling member's observation of the water should not be compromised in this situation

7.3 Dealing with Difficult Situations

7.3.1 Introduction

- a) Lifesaver operations are wide open to the public view and Lifesavers are constantly watched by beach visitors.
- b) 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 an ambassador for the FLSC, LSV or SLSA.
- c) 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.
- d) 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

7.3.2 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 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 and water temperatures, tide times, weather forecasts, the correct time, conditions and local By Laws.
- The beach report board should be kept current and neat with no unofficial remarks.

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 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 Incident Log.

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.

7.3.3 Violence

- a) Violence is an incident in which a Life Saving member is abused, threatened, or assaulted by a member of the public or colleague during his/her duties, or even when not on duty but related to those duties.
- b) Verbal abuse and threats are the most common, and physical attacks are rare.
- c) We all have an interest in eliminating violence. For all Life Saving Lifesavers, violence can cause pain, suffering, and even disability or death if severe enough. Physical attacks can be dangerous, but serious or persistent verbal abuse can also damage member's health through stress.
- d) Any Physical or Verbal abuse suffered by any FLSC member should follow the procedures listed below. In all cases, Lifesavers should try and calm the situation and move away
 - i. Lone workers
 - Where provided, Lifesavers should use the 'Man down button' on their radios.
 - Where this is not available, another local agreement should be identified and stated in the Local Operating Procedures
 - ii. Team Lifesavers
 - If possible, you should call for back up prior to sending your message.

Post Incident:

- Inform the Club Captain, FLSC Lifesaving Director and LSV Comms immediately
- Complete an incident report form (take particular care to complete the narrative as thoroughly as possible and state the nature of the incident)
- Where physical abuse has been suffered, contact the police immediately
- Remain calm and follow other LSV procedures including, Incident Reporting, Media and Notification of Incidents

8 FACILITY / CLUBHOUSE RULES

8.1 GENERAL FACILITY RULES

- a) Direction from club officials must always be followed for safety of all members.
- 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 occasioned to clubhouse facilities shall be subject to investigation and decision of liability by the FLSC Board.
- d) A roster of duties may be placed on the Notice Board by the FLSC Board.
- e) Any refusal of clubhouse duties shall be dealt with by the FLSC Board.
- f) As we occupy a shared facility, offensive behaviour or language will not be tolerated.
- g) Pets shall not be allowed in the clubhouse.
- h) Clubhouse keys shall be in the overall control of the Board and on a day to day basis by the President and Administration Director.
- i) Foodstuffs shall not be brought onto Club premises or stored or consumed therein except in the kitchen or such other areas as may be designated from time to time by the Board.
- j) All kitchen and cleaning duties shall be completed as soon as possible after completion of meals and shall be done to the satisfaction of the Administration Director.
- k) Only First Aid personnel, patrollers on duty and patients receiving treatment are permitted to enter the First Aid room and only when necessary, otherwise the door is to remain closed.
- l) Frankston Life Saving Club is a **non-smoking venue** and smoking is not permitted within the rooms or on the balcony.
- m) Alcohol is not to be consumed in the lower operations level of the clubrooms or on the beach.
- n) Sand must be rinsed off feet prior to entering clubrooms downstairs and shaken from clothing and towels.
- o) Only one short shower (i.e. 3minutes) at the end of your visit is permitted, not multiple showers throughout the day.
- p) Children under 10years must be supervised by their parent or guardian, when in the change room area.
- q) Wetsuits must be rinsed off outside, before entering the clubroom showers.
- r) Do not leave valuables in the change rooms, if so, it is at own risk.

- s) All equipment must be cleaned and placed back in racks provided, at the end of use.
- t) Children must seek assistance from adults when taking out and replacing boards and must first gain permission from the club officials of the day (see Craft Rules).
- u) Any damage to the facility or equipment must be reported to a club official immediately, who should write it up in the day's log and equipment book and report it to the relevant equipment/facility personnel.
- v) All members must remove their litter from the rooms and place in the bins provided.
- w) Only patrollers on duty and officials are permitted to enter the patrol room (except to use the drink fountain or to clean).
- x) **Guests** of members wishing to use the **downstairs** beach level facility, must sign in the downstairs guest register and are asked to pay a donation of \$2. Guests of members, who have visited more than 5 times will be asked to pay for a Social membership. Guests are subject to club rules.

8.2 UPSTAIRS AREA and SOCIAL CLUB RULES

8.2.1 GENERAL REQUIREMENTS

- a) Proof of age must be presented upon request.
- b) If at any time, any person is asked by an Officer of the Club to vacate the premises for any reason, they must do so immediately. Any grievances will be heard by the Board later.
- c) Access to the upstairs area and social facility may be restricted to social operating hours unless the Board has granted special circumstances or classes.
- d) Appropriate clean, dry clothing and footwear must always be worn, when in the upstairs training and social area. No bathers (patrol members using the observation tower excepted), bare feet or wet clothing are permitted.
- e) Sand must be removed from person and clothing prior to entering the upstairs facility.
- f) Children under the age of 15 should not be upstairs without parental supervision and they are required to exhibit the appropriate behaviour.
- g) Children under the age of 13 are not permitted out on the balcony area unless accompanied and supervised by their parent or legal guardian.
- h) No running or ball games upstairs unless part of structured club training.
- i) While FLSC encourages Members to bring guests to The Club, a "fair use" policy is in place and it is a requirement that guests who wish make use of The Club's facilities more than three (3) times must join The Club as members

8.2.2 ALCOHOL

- a) Frankston Life Saving Club observes 'Responsible Serving of Alcohol' and 'Healthy Eating' policies.
- b) No officer or servant of the Frankston Life Saving Club will be paid any commission or wage from the sale and disposal of alcohol.
- c) An officer or servant of the Frankston Life Saving Club will be paid a fair payment to cover meals, out of pocket expenses and/or other costs (at the discretion of The Board)
- d) Alcohol may only be consumed in the clubhouse at an organised function arranged by the Board and will not be served to any person under the age of 18 years.
- e) The Club 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.
- f) Due to government legislation, if the bar is operating, persons under the age of 18 must vacate the upstairs facility by 10pm unless in the presence of their parent or legal guardian.

8.2.3 VISITORS AND GUESTS

- a) Visitors must be a guest of a member and will not be supplied with alcohol unless over the age of 18 years.
- b) All visitors are subject to the rules of the club.
- c) The Frankston Life Saving Club must provide for the keeping of a record of guests.
- d) All non-members must be signed into the guest register, by a financial member over the age of 18 years.
- e) Social **guests** upstairs do not have access to the downstairs operations area of the club unless accompanied by a club official.

8.3 Insurance

a) General

It is mandatory that the FLSC hold insurances approved by the 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. over Victoria to cover paid staff of the Club, if any.
- 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 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 entering 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 LSV/SLSA.

e) Directors and Officers Insurance

- i. A Directors and Officers policy shall be negotiated by the 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 LSV or SLISA activities.
- ii. The indemnity covers claims that the insured is legally liable to pay for, e.g. breach of professional duty or by reason of any negligent act, error or omission.

9 AQUATIC SPORTS

9.1 Club Subsidies to Support Attendance at Life Saving Events

The Board shall determine whether any subsidies or payments are to be made in support of appropriately qualified members of the FLSC attending any lifesaving events held away from the Frankston beach.

9.2 Visits and Tours

In relation to visits and tours by FLSC individual members or teams who shall include all persons who travel with or under the arrangements made by FLSC, the following directions shall be mandatory requirements.

9.2.1 Inter-Club/Inter-State Visits

In relation to a member or members of FLSC wishing to visit other clubs within Australia the following shall apply: -

- a) Visits within a State, Territory or Branch shall be subject to the control of that Centre or Branch providing any such control provides for the appointment of a Manager in all circumstances.
- b) Except for National Carnivals interstate visits shall be subject to advice to their Centre (and Branch where applicable) by the intending touring party at least twenty-one (21) days prior to such visits.
- c) Such advice shall detail the proposed destination and dates of the visit, method of travel, the number intending to travel and the name and address of the Team Manager/s who shall be deemed responsible in the event of necessity for future reference.
- d) Providing there are no grounds for objection by LSV, the intending touring party shall forthwith advise the relevant Club/s of the proposed visit to their region.

10 AWARDS AND TROPHIES

10.1 AWARDS AND TROPHIES

10.1.1 Patrol Champion

- a) 1 large trophy (take home), name and hours on honour board, photo taken.
- b) Awarded by the Patrol Officer to the best performed patroller, taking into consideration all aspects of patrol, including number of rostered and non-rostered hours patrolled, diligence to the responsibilities.

10.1.2 Senior Male and Senior Female Carnival Champions.

- a) 1 large take home trophy each and names on carnival champions' honour board, and photos taken.
- b) Determined by totalling the number of points attained from all LSV Carnivals throughout the season. 3 points for a win, 2 for a second and 1 point for a third placing. Only count the events placed in one age group to be fair to those in open age who can only compete in a single age group. I.e. if someone places in ski in u/18 and in open then only count the one best result. (This for individual events only) Results for team events can be counted over more than one age group to encourage members to fill in to make teams where numbers are short.

10.1.3 Junior Male and Female Carnival Champions

- a) 1 take home trophy each
- b) Determined by totalling the number of points attained from all LSV Carnivals throughout the season. 3 points for a win, 2 for a second and 1 point for a third placing.

10.1.4 Presidents trophy

Senior award for great performance in all areas. Awarded to someone who hasn't won club or carnival championship trophies, but performs extremely well in competitions, training, patrolling, club work etc. An all-rounder, reliable, good sportsmanship etc.

10.1.5 Club Captains Trophy

Same as above but for a Junior.

10.1.6 Club Person of the year

- a) A gift engraved, name on honour board and photo taken.
- b) Nomination and Selection Process:
 - i. Board and members are to nominate 'worthy' recipients. 'Worthy' shall be taken to mean any member who shows strong adherence to, or exemplarity conduct for, the Values and Principles of Life Saving in general and Frankston Life Saving Club in particular. While tradition states that the Board should consider acts of bravery or commitment by Patrollers to be of important notice; The Board must also consider the efforts of all other roles within The Club. Long-term commitment of supporting members, diligent service in the Youth Support and even strong role models to other members, to name just a few of the values sought and supported in Frankston Life Saving Club.
 - ii. Nominations shall be made known to the Membership at least 1 month prior to presentation day
 - iii. The Nominee receiving the most votes shall be awarded the title of 'Club Person of the Year'.
 - iv. In the event of a tie, the Board will announce the Joint winners.

10.1 Club Championships

10.2.1 General Requirements for Club Championships

The requirements to be eligible to have your results counted towards a title or trophy are: -

- a) **Juniors** - Must be financial, must have attended at least 2 training sessions and must have competed in at least 1 LSV carnival.
- b) **Seniors** - Must be financial, must have performed at least 25 hours of patrols and must have competed in at least 1 LSV carnival. (For new seniors who got a patrolling award later in the season and were unable to get patrol hours up to 25, consideration will be taken as to when the award was gained and how much effort was put in to doing patrol hours. They must still have competed in one carnival.

The races for the day will be run with the following format: -

- a) **Sub-Juniors** - All age groups under the age of 9 years will compete together in the same race for each event, i.e. **u/5, u/6, u/7, u/8** and **u/9**. Their overall placing and age will be recorded for each event. From this, their placings in their own age group will also be determined for each event. Their points for their overall place in each event will be counted towards their sub junior champion trophy position. Their points from within their own age group will be counted towards their age group champion trophy position.
- b) **Juniors** - All age groups over 9 and under the age of 13 will compete together in the same race for each event, i.e. **u/10, u/11, u/12** and **u/13**. Their overall placing and age will be recorded for each event. From this, their placings in their own age group will also be determined for each event. Their points for their overall place in each event will be counted towards their junior champion trophy position. Their points from within their own age group will be counted towards their age group champion trophy position.
- c) **Seniors** - All the age groups are run together in the one **open** race for each event. Their overall placing and age will be recorded for each event. From this, their placing's in each separate age group will also be determined for each event. Their points for their overall place in each event will be counted towards their senior champion trophy position. Their points from within their own age group will be counted towards their age group champion trophy position.

Having races for only sub-junior division, junior division and open senior division, instead of separate races for every age group means that we get through it all in a shorter time. This helps if the weather fails. There is time left for other things and organizers can compete without being exhausted. More time, more fun, more social.

10.2.2 Club Championship Events

The events which are run are: -

- **Sub Junior** - Sprint, Flags, Long Run, Run/Wade, Board (foam mini).
- **Junior** - Sprint, Flags, Long Run, Swim/wade, Ski, Mal (Size to suit, matched heats if req'd).
- **Senior** - Sprint, Flags, Long Run, Swim, Ski, Malibu.

10.2.3 Club Championship Age Groups

The separate age groups within each age division are: -

- Sub Junior - U/5, U/6, U/7, U/8, U/9.
- Junior - U/10, U/11, U/12, /13.
- Senior - U/14, U/16, U/19, 20-29, Over 30.

These are the age groups for which separate age group champion trophies will be presented. Where a person wins a division trophy, i.e. - sub-junior, junior or senior, there will not also be a separate age group trophy for their age group.

A separate iron- man event is run for seniors, and for juniors in the U/12 and U/13 age bracket. The iron-man event may be scheduled to be run on this main day or another day if necessary.

Where equipment is short, 1st preference will be given to regular carnival competitors before non-competing members, or else heats and finals will be organised as fairly as possible.

10.2.4 List of Club Trophies

a) FLSC RICCA CLUB CHAMPIONS

- Men's Club Champion (season)
- Women's Club Champion (season)
- Junior Boys Club Champion (season)
- Junior Girls Club Champion (season)

b) Ricca Club Championships: Age group awards

- U/5 Boys Champion (season)
- U/5 Girls Champion (season)
- U/6 Boys Champion (season)
- U/6 Girls Champion (season)
- U/7 Boys Champion (season)
- U/7 Girls Champion (season)
- U/8 Boys Champion (season)
- U/8 Girls Champion (season)
- U/9 Boys Champion (season)
- U/9 Girls Champion (season)
- Sub Junior Girls Champion (season)
- Sub Junior Boys Champion (season)

c) Juniors

- U/10 Boys Champion (season)
- U/10 Girls Champion (season)
- U/11 Boys Champion (season)
- U/11 Girls Champion (season)
- U/12 Boys Champion (season)
- U/12 Girls Champion (season)
- U/13 Boys Champion (season)
- U/13 Girls Champion (season)

d) Seniors

- U/14 Men's Champion (season)
- U/14 Women's Champion (season)
- U/16 Men's Champion (season)
- U/16 Women's Champion (season)
- U/19 Men's Champion (season)
- U/19 Women's Champion (season)
- 20-29 yo Men's champion (season)
- 20-29 yo Women's champion (season)
- O/30 Men's Champion (season)

- x. O/30 Women's Champion (season)
- e) **FLSC Carnival Champions**
 - i. Women's Carnival Champion (season)
 - ii. Men's Carnival Champion (season)
 - iii. Junior Boys Carnival Champion (“)
 - iv. Junior Girls Carnival Champion (“)
- f) **FLSC. Patroller of the Year - (season)**
- g) **FLSC President's Trophy Performance in All Areas Award**
- h) **FLSC Club Captains Trophy, Junior Performance in All Areas Award**
- i) **FLSC Club Person of the Year Award**

APPENDICIES

APPENDIX A – REFERENCES

- a) Frankston LSC Constitution – March 2016
- b) Life Saving Victoria – Constitution and By Laws (current versions)
- c) Life Saving Victoria – Standard Operating Procedures (SOP); 14 October 2015
- d) LSV Guidelines for Safer Surf Clubs
- e) SLSA – Constitution, Regulations and Policies (current versions)
- f) Other references that may be required under relevant operational areas of LSV including:
 - i. Lifesaving Operations
 - ii. Membership and Leadership Development
 - iii. Aquatic Sports

APPENDIX B – JUDICIARY COMMITTEE

RULES OF PROCEDURE

1. DEFINITIONS

In these Rules of Procedure ('Rules');

- 1.1. "The Committee" means the Judiciary Committee.
- 1.2. "Secretary" means the Secretary for the time being of the Judiciary Committee.
- 1.3. "Member" for the purposes of these rules of procedure means a member of SLSA, and includes a Club, subject to the jurisdiction of LSV by which the Committee shall have been appointed.
- 1.4. "Reference" includes any complaint against a member of the Club brought by any person, and any dispute under the Club's Constitution and/or rules. The term also includes Grievances brought by a member of the LSV/SLSA against another member.

2. JURISDICTION

- 2.1. The Committee primarily has jurisdiction to hear a Reference of a disciplinary nature referred to it pursuant to By-Law 4.
- 2.2. The Committee may also hear References directed to it by the Board pursuant to By-Law 4.5.
- 2.3. Every reference directed to the Judiciary Committee shall be dealt with by that Committee or it may refer the conduct of the Reference to LSV) in whose area the matter for Reference arises, or having the most direct interest in the matters raised by the reference If the Reference is referred to LSV, LSV shall appoint its Judiciary Committee to hear the Reference and proceed in the terms of Rule 3 set out hereunder.
- 2.4. Every person bringing a Reference shall have a right to be heard by the Committee if he has an interest in the subject matter of the reference; his reference is in clear and unambiguous terms.
- 2.5. In every case the committee is required to proceed in accordance with the rules of natural justice.

3. PROCEDURE

The following procedures shall be followed by the Judiciary Committee:

- 3.1. Upon receipt of a reference, the Chairman of the Committee or his Delegate may appoint an independent person to act as investigator upon the reference. Such appointment shall be in writing, enclosing a copy of the reference and instructing the investigator to make all relevant inquiries and prepare to assist the Committee within fourteen (14) days.
- 3.2. The investigator, if appointed, shall make all relevant inquiries and shall appear at the time and place appointed for the hearing by the Secretary of the Committee.
- 3.3. Upon receipt of a reference the Secretary shall forthwith appoint the time and place for the hearing suitable to the members of the Committee. He shall give at least seven (7) days' notice of the hearing to all interested parties and such notice shall be in or to the effect of the following form

To:

Dear Sir,

You are hereby notified that a meeting of the Judiciary Committee of this Club will be held at on(date) 20 ... at..... a.m./p.m. to enquire into the following matter, referred to the Committee by the Club.

.....

You are required to be (present) (represented) at that time and place together with such witnesses as you may desire to call.

(Mr/Ms has been appointed pursuant to the Club Constitution as an independent investigator to make all relevant enquiries and to appear to assist the Committee at the

hearing.) - Optional

The Secretary will, upon receipt of your request in writing, at least five (5) days before the day appointed for the investigation setting out the names and addresses of members of LSV/SLSA who you desire to call as witnesses, require such members to be present at the investigation. If the time and place appointed are not suitable to you, you may apply for an adjournment by application in writing, to be in my hands at least three (3) days before the time appointed.

In any event, you are required to advise the Committee of your intention to attend or not to attend, 3 days before the hearing is due to commence.

You are not entitled to legal representation as of right, but you may apply at the commencement of the enquiry for such representation, and the Committee may grant or refuse such application as it thinks fit. The same provisions shall apply where representation other than legal representation is required.

Yours faithfully,

*Secretary
Judiciary Committee*

- 3.4. The Committee shall have power to require the attendance of any member at any hearing by the Committee. The Secretary shall give reasonable notice to a member informing him of the time and place of the hearing, and that he is required to attend.
- 3.5. In the case of a complaint against a member of the Club who has been suspended, he shall remain under suspension until the decision of the Committee, unless the Chairman of the Committee decides otherwise.
- 3.6. The independent investigator, if appointed by the Chairman of the Committee, shall make enquiries within a reasonable time.
- 3.7. The Committee shall likewise conduct the enquiry within a reasonable time, subject to any reasonable application for an adjournment in writing and received by the Secretary at least three days before the time fixed for the enquiry.
- 3.8. No interested party shall be entitled to legal representation as of right at the Committee hearing provided always that an application may be made at the commencement of the hearing for such representation. The Committee may grant or refuse such an application as it sees fit. The same provisions shall apply where an application is made for representation other than legal representation, provided that where a minor (U18) member is charged it shall be mandatory for a parent/s or guardian, or an adult approved by the parent(s) or guardian to be invited to attend at all material times, and every effort should be made to encourage these persons to be in attendance in the interests of the minor (U18) member.
- 3.9. Any notice required by the Rules to be given by the Secretary shall be given in writing delivered personally or sent by prepaid post addressed (or where possible sent email) to the member concerned. A notice given by post shall be deemed to have been given on the day following that on which it shall be posted. A notice given by email shall be deemed to have been given on the day following that on which it shall be transmitted.
- 3.10. Any member who fails without reasonable excuse to comply with the requirements of any notice addressed to him by the Secretary shall be subject to such action as the Board of the Club, shall, on the report of the Committee think fit.

4. AT THE HEARING

- 4.1 All interested parties shall be present at the hearing, provided that a hearing may proceed in the absence of an interested party only where the committee is satisfied by evidence that the party had due notice of the meeting and has chosen to be absent from the hearing, or the Committee agrees that it is in the best interest of the party not to be present.
- 4.2 A quorum of the Committee shall be three (3) members.
- 4.3 In the case of a complaint against a member, all witnesses other than the member concerned must remain out of the hearing until called upon to give evidence.
- 4.4 The independent investigator, if appointed, shall be present to assist the Committee.
- 4.5 The reference to the Committee shall be read by the Chairman.

- 4.6 The independent investigator, if appointed, shall present relevant evidence, including the calling of witnesses. Any submissions by the investigator, or documentary evidence submitted by him, shall be given whatever weight the Committee thinks fit, subject always to the consideration that oral evidence from a witness may be of more weight than other forms of evidence. If the independent investigator is not appointed, the Committee itself shall receive the evidence relevant to the reference.
- 4.7 The person who is the subject of the reference shall then present relevant evidence on his own behalf.
- 4.8 In all cases where witnesses are called, they shall be examined by the party (if any) on whose behalf they have been called, and then cross-examined by the other interested parties to the reference. The party calling the witness shall have the right to re-examine the witness. The Committee members may ask questions of the witness, but no other examination or cross examination of that witness shall be allowed except by leave of the Chairman. Such cross-examination may be conducted through the Chairman and/or by telephone or other multi-media as determined by the Committee.
- 4.9 The Committee may, in its discretion, refuse to admit evidence which is irrelevant or of so little weight as to be properly excluded.
- 4.10 At the conclusion of all the evidence, each interested party and the investigator, if appointed, may make submissions to the Committee in such speaking order as the Chairman may direct. Right of reply by any party shall be at the discretion of the Chairman.

5. AT THE CONCLUSION OF THE HEARING

- 5.1 The Committee shall meet 'in camera' after the hearing has been completed and formulate its findings.
- 5.2 The findings of the Committee and the order or penalty agreed upon may be by the majority, with the Chairman having a casting vote in the event of a tied decision. The minority may furnish separate findings, but the majority findings and order or penalty shall be deemed to be the decision of the Committee.

6. DETERMINATION OF ANY PENALTY

- 6.1 The Chairperson or other member of the Committee shall deliver the Committee's findings in the presence of such interested parties who wish to attend.
- 6.2 If an adverse finding is delivered, the party against whom the finding has been made, shall be invited to make submissions on penalty.
- 6.3 The Committee shall make any determinations of penalty as may be required and it sees fit. If necessary, the Committee may meet again 'in camera' to consider a penalty.

7. NOTIFICATION

- 7.1 The Secretary of the Committee shall forthwith give notice of the decision of the Committee to all interested parties, together with notice of any made order or penalty imposed, which upon being confirmed by the appointing authority shall become effective forthwith.
- 7.2 The Committee shall furnish its report at the first meeting of the appointing authority after the hearing is completed. That authority shall either confirm the decision of the Committee or proceed according to the next succeeding paragraph.
- 7.3 The decision of the Committee cannot be altered by the appointing authority, but a two-thirds majority of those present and voting at the meeting may return the reference to the Committee for further consideration or the hearing of additional evidence. The grounds of such return of the reference shall be clearly stated.
- 7.4 A person exonerated by the Committee may start under protest at any Carnival or LSV/SLSA event held before the meeting of the appointing authority at which the Committee's decision is presented for confirmation or return as the case may be.

8. APPEALS

- 8.1 Any person aggrieved by a decision of the Committee upon a Reference has a right to appeal to the next highest authority from that which appointed the committee which conducted the hearing within twenty-eight (28) days of being notified of a decision in writing.

APPENDIX C – ACKNOWLEDGEMENT AND AGREEMENT TO CONFIDENTIALITY

I acknowledge that I will be provided with confidential information relating to Frankston Life Saving Club Inc. and its members which may or may not be in the public domain.

I agree not to use the confidential information, nor to divulge or permit to be divulged the confidential information to any other person, company or party, without the express written authorisation of the Board of Frankston Life Saving Club Inc. Further, I will ensure that all members, staff, sub-contractors and other individuals who may have access to the information are advised of the confidential nature of the information and that each such person agrees to comply with this agreement and I shall take such measures as may be necessary to ensure that they protect the confidentiality of this information.

I further represent and warrant that I will not take advantage of this information for my own benefit or to the disadvantage of the Frankston Life Saving Club Inc.

If I or Frankston Life Saving Club Inc. decide at any time not to proceed any further in our discussions, we will immediately return or destroy any hardcopy confidential information, delete down-loaded copies of any confidential information kept electronically and provide Frankston Life Saving Club Inc. with written confirmation of this.

SIGNED as an Agreement this day of 20.....

.....

.....

Signature

Signature of Witness

.....

.....

Name (Please Print)

Name of Witness (Please Print)

.....

.....

Position

Position

Address:

Address:

.....

.....

.....

.....

APPENDIX D - SPECIAL GENERAL MEETING NOTICE TEMPLATE

Frankston Life Saving Club

NOTICE OF SPECIAL GENERAL MEETING (insert Date)

To be held at the (Insert location): _____

Commencing at (Insert Time): _____

The Frankston 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 and By Laws of the Frankston 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.
- any additional requirements in the FLSC'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.

Members are encouraged to ask any questions about the draft "Rules". Please address your questions or comments to the Secretary.

APPENDIX E – FRANKSTON LSC POLICY REGISTER

REGISTER OF POLICIES

- POLICY 001. TITLE: Patrol Rules and Regulations**
- POLICY 002. TITLE: Ownership of Competition Equipment (Boards and Skis)**
- POLICY 003. TITLE: Operation of SSV's**
- POLICY 004. TITLE: Operation of IRB's**
- POLICY 005. TITLE: Use of Hi Visibility Vests during Training**
- POLICY 006. TITLE: State Team Financial Support**
- POLICY 007. TITLE: Policy on Expenditure**
- POLICY 008. TITLE: Team Selection Policy**
- POLICY 009. TITLE: IRB equipment and maintenance procedure**
- POLICY 010. TITLE: Accredited Coaches Member Discounts**
- POLICY 011. TITLE: Working with Children (WWC) Check**
- POLICY 012. TITLE: Financial Matters**
- POLICY 013. TITLE: Social Media Policy**
- POLICY 014. TITLE: Novel COVID-19 Function Room Processes & Procedures.**
- POLICY 015. TITLE: Safeguarding Young People.**

Frankston LSC Policy Document

Reference: 001 Reviewed: TBC/2017

POLICY 001. TITLE: Patrol Rules and Regulations

PURPOSE

To ensure all volunteer lifesavers at Frankston LSC understand their roles and responsibilities in the provision of lifesaving patrols in accordance with the LSV Standard Operating Procedures (SOPs).

INTRODUCTION

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 Life Saving Victoria and 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.*

Please turn up to patrol 30 minutes prior to the time listed on your roster. Patrol finishes when you have been released by the Patrol Captain.

The following Rules and Regulations have been set by Frankston Life Saving Club and have been designed to ensure that the highest possible standards of aquatic safety and lifesaving patrol efficiency are maintained and developed through the various lifesaving services. As a Lifesaver, your adherence to these rules and regulations is of great importance to the efficiency of the lifesaving service.

PROFICIENCY

All members must do their proficiency test prior to the 31st December. After this date you are not able to do patrols, as you are not insured. Any member wishing to compete for the club must also do their proficiency prior to this date, no exceptions.

PATROL UNIFORM

As a member of Frankston LSC, you should take pride in the uniform you wear, knowing that we are a premier lifesaving club in Australia. To maintain the high standards we have set, we must look professional in the official patrol uniform; the public expects this of a Frankston LSC.

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

- Patrol Cap must be worn at all times
- Patrol Shirt
- Patrol Shorts
- Swimming costumes (Club)
- 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, excluding sunglasses and swimming costume, is supplied. Subsequent uniform requirements can be purchased from the club shop.

PROCEDURES FOR BOOKING ON TO A PATROL

- To book in for a patrol or to register an inability to patrol please telephone or email the Patrol Officer by the Thursday prior to the weekends patrol.
- Members who do not follow this procedure will have to explain their actions to the Patrol Officer and penalties will apply.

RESPONSIBILITY

1. In order to patrol all Lifesavers must be current financial members of Frankston LSC and must re-qualify their proficiencies before 31 December each year.
2. All Lifesavers are to promptly and correctly fill the patrol log at the commencement of their patrol.
3. While on duty, all Lifesavers shall devote their time and attention to the Lifesaving Service Operations and shall, under the direction of the Patrol Captain, direct and co-ordinate their efforts in a manner which will establish and maintain the highest standards of efficiency.
4. All Lifesavers shall carry out their duties within all OH&S guidelines to ensure their safety and that of other patrol members and the public.
5. All Lifesavers must wear the patrol uniform that has been supplied to them. If they are unable to do so they cannot sign onto patrol.
6. All Lifesavers are to be actively involved in either the pack up or set up of the patrol (although both are preferred).
7. A minimum of three (3) hours must be achieved at any one time whilst on patrol. Any less than three (3) hours will not be counted in the Lifesavers total patrol hours.
8. Lifesavers shall not act or behave in such a manner as to bring disrespect upon himself/herself, Frankston LSC, Life Saving Victoria or Surf Life Saving Australia.

CONDUCT WHILE ON PATROL

1. The image you create by your actions on patrol reflect upon all members of the club.
2. You are constantly under the scrutiny of the public; they and other members of the club expect an extremely high standard.
3. Please refrain from using bad language, displaying an image of lack of care, no smoking while in uniform and stuffing around in general. At all times display a professional duty of care.
4. All Frankston patrol members shall: -
 - a) Always obey the directions given by your patrol captain.
 - b) Practice the basic principles of PREVENTION, RECOGNITION, and RESCUE whilst on patrol.
 - c) Professionally fulfil your patrol duties as delegated by the patrol captain.
 - d) Sign on in the LSV/SLSA patrol logbook prior to commencing patrol.
 - e) Encourage swimmers to swim between the red and yellow flags.
 - f) Warn swimmers entering the water outside of the flagged off area of the danger and hazards and advise them to swim between the red and yellow flags.
 - g) Be polite and courteous to other patrol members.
 - h) Encourage craft riders to not impose on the swimming area.
 - i) Wear the correct patrol uniform during your rostered patrol times.
 - j) Remove your patrol uniform at the completion of their rostered patrol and only wear the patrol uniform during patrol.
 - k) Not leave the patrol area unless authorised by the Patrol Captain.
 - l) Always carry a rescue tube and whistle when patrolling the water's edge.
 - m) Maintain your fluid intake during patrol duties, especially on hot days.

- n) Practice the basic principles of Sun Safety (Slip, Slop, Slap and Wrap).
- o) Always be polite and courteous when dealing with the public.
- p) Where allocated by the Patrol Captain wear the personal packs (bum bags).
- q) Ensure all patrol equipment is erected in a secure and safe manner.
- r) Advise the Patrol Captain if feeling fatigued, ill or tired.
- s) Check rescue equipment for damage or breakages and report such to the Patrol Captain.
- t) 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.
- u) Advise the Patrol Captain of your absence, late arrival or early departure if needed.
- v) At all times be under the direction of the Patrol Captain.

USE OF ALCOHOL OR DRUGS

1. Lifesavers shall not consume any kind of alcoholic substance while on duty.
2. Alcohol consumption off duty is not a disciplinary offence, however if a member reports for duty impaired and is disrupted from his/her duties and responsibilities, it may warrant disciplinary action.
3. The use of non-prescribed drugs will not be condoned to any degree. A Lifesaver may only take drugs when a doctor for medicinal or recuperative purposes properly prescribes such drugs. Their use must not in any way cause impairment or disruption of their duties and responsibilities.

LANGUAGE

Lifesavers shall not use coarse, profane or insulting language, nor use threatening or uncomplimentary terms of speech, which defame or demean any individual.

PENALTIES

If any of the above rules or regulations are broken the member risks being brought before the club disciplinary committee and hence faces possible suspension and/or other penalties.

COMPETITION PATROL REQUIREMENTS

All members who intend to compete at either the State or National Championships must complete 16 hours of patrol in the calendar year prior to these events irrespective of membership category.

If these hours are not achieved, you will not be entered in the State or National titles.

Frankston LSC Policy Document

Reference: 002 Reviewed: TBC/2017

POLICY 002. TITLE: Ownership of Competition Equipment (Boards and Skis)

PURPOSE

To provide clear guidelines as to the ownership of competition equipment purchased fully or partly with sponsor and/or Club funds.

POLICY

1. **A member buys equipment with his/her own money.** The member has total control over the purchase and sale and use of the equipment. There is no tax deduction and no GST exemption.
2. **A member obtains his own sponsor to provide the full cost of the equipment and the equipment is not purchased through the club.** The member must negotiate his/her own arrangements with the sponsor. If the sponsor's name is to be used in any way in connection with the equipment the Sponsor must be approved by the Board to avoid conflict with a sponsor of the FLSC. The sponsor receives no tax deduction and there is no GST exemption.
3. **A member arranges his own Sponsor and the Sponsor pays the money to the club.** The equipment remains the property of the club and the member has exclusive use of the equipment for two years. After two years the club will have the option of selling the equipment and keeping the proceeds or extending the use of the equipment by the member or handing the equipment on to another member.
4. **A member donates the full cost of the equipment to the club.** The member gets a tax deduction. The equipment is purchased by the club and is exempt from GST. The nominated member gets exclusive use of the equipment for two years at which time the club is at liberty to dispense of it as it sees fit.
5. **Documentation.** For options 3 to 4 above, the arrangement must be documented, signed by the club member and the Aquatic Sports Director and lodged at the Club Office for filing.

Frankston LSC Policy Document

Reference: 003 Reviewed: TBC/2017

POLICY 003. TITLE: Operation of SSV's

PURPOSE

To ensure Patrol Captains and patrol members are aware of the safe operation of the SSV vehicles.

INTRODUCTION

The SSV is an expensive and potentially hazardous piece of equipment. All SSV Operators are responsible for looking after the equipment and it is expected that they will treat the vehicle with the utmost care and respect

The SSV is also a high-profile piece of equipment and attracts attention in use. All operators must be aware of their responsibility and be aware of the image being portrayed to beach users. SSV Operators must remember they are operating the vehicle in a professional capacity, not for leisure – be sure to foster a positive, professional image.

POLICY

Function:

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

- a) Emergency response to accidents or rescues on Frankston beach away from the main patrol area;
- b) Mobile patrols of remote beach areas; and
- c) As specifically approved by the Club Board.

Equipment:

During Patrol Hours the SSV must be equipped with:

- Communications/radio equipment
- First aid kit
- Oxygen equipment
- Rescue board
- Rescue tube
- Spinal Board

Control:

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

- One person per patrol will be nominated to be the responsible driver.
- All drivers must provide the clubs administrator with a photocopy of their current license.

Drivers:

Drivers must be appointed by the Patrol Captain (for patrol or non-patrol usage) or a Board Member (for non-patrol usage) and be a minimum of 18 years of age, hold a current valid driver's licence (from an Australian State) and must have completed either SSV Induction or SSV Award.

For the purposes of patrol usage, the additional stipulation is added: The driver must be a current Bronze Medallion holder.

Passengers:

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

Responsibility:

The Patrol Captain is always 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**
Hazard Lights must be on
Driving to be as close to water's edge as possible
Under no circumstances should the SSV be driven in the water
- Uncrowded areas: **Max. Speed 50km/h**
Hazard Lights must be on
- Rescues: Speed limits as above, hazard lights must be on
- Public Roads: All normal traffic laws must be observed

Seat belts must always be worn, and mesh doors closed when the SSV is driven on public roads.

Access and Egress to beach:

- a) Access and egress to beaches will be by suitably safe and adequately constructed tracks. Wherever possible the track should be checked for pedestrians and the passengers so positioned to warn pedestrians of the vehicle's movements.
- b) The vehicle is not to be driven on any sand dunes or other protected areas.

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.

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) The battery charger is to be connected to the SSV and left on trickle charge.
- e) Tend to any maintenance or repair of the vehicle and/or notify the Powercraft Officer.

Frankston LSC Policy Document

Reference: 004 Reviewed: TBC/2017

POLICY 004. TITLE: Operation of IRB's

PURPOSE

To ensure Patrol Captains and patrol members are aware of the use and safe operation of the FLSC IRB's including appropriate use of personnel protective equipment (PPE).

POLICY

Operational Requirements

The function of the IRB is to provide:

- a) Search and Rescue within inshore waters (i.e. within 1 nautical mile of shore).
- b) Routine patrols of the main and nearby beaches.

General Requirements

- a) The use of the IRB during patrols will be at the direction and request of the Patrol Captain or official in charge of the beach, except in those matters which affect the safety of the boat or crew, which will be carried out under the command and control of the IRB driver.
- b) The IRB will only be operated by qualified IRB drivers (who also hold a current Victorian Recreational Boating licence) and crew persons in full patrol uniform i.e. patrol cap and shirt (or wet suit if needed).
- c) 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.
- d) Trainee drivers must be currently proficient Bronze Medallion holders.
- e) Drivers must always wear a radio and the kill switch lanyard must be on the driver's wrist.
- f) Non club members shall **not** ride in the IRB unless being rescued.
- g) All persons including the driver and crew must wear a life jacket and helmet.
- h) The IRB is to be launched outside and adjacent to the flag area and not to enter the flag area except in a rescue or emergency situation.
- i) Speed shall be 5 knots or less beach side of the no boating pole
- j) Any driver or crew person found deliberately damaging club equipment or deemed dangerous reckless or inconsiderate will not be tolerated. The Board will investigate all incidents and action will be taken.
- k) The IRB shall remain on the beach in the natural draining position ready for launching.
- l) On the day of patrol, no driver or crew person shall consume alcohol prior to or while participating in activities associated with IRB rescue and training procedures.
- m) The IRB shall keep not less than 30metres of mobile and stationary craft and 90metres of divers.

IRB Training

- a) The IRB may be used for training purposes while on patrol providing that it always remains within sight and signalling distance of the patrol.
- b) A radio must be worn by a qualified driver who must be on board the IRB during training.
- c) Only people on patrol and in patrol attire will use the IRB for training.
- d) Trainees under 15 must wear a safety helmet and life jacket. A qualified driver and crewperson must be present.
- e) Any person (patient) regardless of age must wear a helmet for patient pick up training.
- f) No more than 4 people in the IRB at any one time 2 of them being a qualified driver and crew person (except in emergency rescue situation).

- g) It will be the driver's responsibility to enter required information in logbook before and after use.

Personnel Protective Equipment

- a) At all times IRB drivers and crew, including trainees, must wear a lifejacket complying with ISO:12402 or AS:4758 – Level 50. This applies to both lifesaving and sport operations including IRB competition.
- b) At all times IRB drivers and crew must wear a safety helmet as supplied by FLSC.

Frankston LSC Policy Document

Reference: 005 Reviewed: TBC/2017

POLICY 005. TITLE: Use of Hi Visibility Vests during Training

PURPOSE

To ensure an appropriate level of risk management is maintained during all FLSC endorsed training sessions. This policy applies to all levels of FLSC including Junior Activities, Award training and senior level training.

POLICY

1. Only financial and current proficient members are to participate in training sessions.
2. All club members whilst in organised club training or competition in or on the water must wear a high visibility vest (ocean, river, lake or dam). The exception being pool swimming.
3. The coach in charge of the session must carry out a documented risk assessment prior to the commencement of the session using the SLSA mobile/tablet risk application or the “Aquatic Activity Risk Assessment and Management Form” available at

http://www.lifesavingvictoria.com.au/resources/documents/Aquatic_Activity_Risk_Assessment_and_Management_Form.pdf

4. An attendance log of all members attending training is to be kept
5. A session assessment should be filled in on completion of the session.

Frankston LSC Policy Document

Reference: 006 Reviewed: TBC/2017

POLICY 006. TITLE: State Team Financial Support

PURPOSE

To ensure all Frankston LSC members understand the basis of the financial support, if any, to be provided to members selected for state teams.

PREAMBLE

Frankston LSC members may be selected to participate in state teams. Selection generally involves a financial obligation in respect to travel, accommodation and team uniforms. This policy sets out the basis for any financial support to be provided by Frankston LSC.

POLICY OPERATION

1. Any financial support will be dependent on the overall financial position of the club at the time of consideration.
2. The level of financial support will range between zero and 50% of that amount charged by LSV (i.e. the member must pay between 50% and 100% of the cost levied).
3. The Board will determine the level of financial support, if any, a person or a team will receive.

Frankston LSC Policy Document

Reference: 007 Reviewed: TBC/2017

POLICY 007. TITLE: Policy on Expenditure

PURPOSE

To provide guidance to Directors, Board and members in respect to expenditure of Club funds.

POLICY:

1. General

Although an item may appear in the Clubs approved budget, this does not constitute authorisation to incur the expense. Authorisation is dependent on income and cash flow from time-to-time. This may require that approved expenditure be deferred until the cash position improves.

2. The following steps must be adhered to:

2.1 Expenditure Greater Than \$1,000.00

For capital purchases (i.e. fixed equipment, boards, 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 Director must approve it and request a Club Purchase Order Form from the Treasurer or the Administration Director prior to committing to the expense.

In the case of repairs, a quotation is to be obtained before any repair is authorised.

Expenditure \$250.00 - \$1,000

For capital purchases (i.e. fixed equipment, boards, skis, motors etc.) or operational and repair expenses (repair to equipment, non-capital purchases such as Nipper T-shirts or supplies from LSV), the responsible Director must approve the expenditure before it is incurred. In the case of repairs a quotation is to be obtained before any repair is authorised.

The responsible Director must request a Club Purchase Order Form from the Treasurer or the Administration Director prior to committing to the expense.

Expenditure Under \$250.00

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

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

These simple instructions will assist us to manage the Club's cash flow.

If an order is placed without following this procedure any payment will only take place as funds become available. If this means that payment and/or delivery is delayed that will be the responsibility of those placing the order.

Frankston LSC Policy Document

Reference: 008 Reviewed: TBC/2017

POLICY 008. TITLE: Team Selection Policy

PURPOSE

The Team Selection Policy has been developed to provide clear and specific guidelines for competitors and selectors in the selection of teams.

SELECTION

The Sectional Head Coach of the relevant section has total control of team selection, with consultation from competitors and other coaches. The Club Team Manager or Aquatic Sports Director will advise team composition to competitors as early as possible.

Team selection is based on assessing objective standards, including previous season performance, ongoing performance and commitment and dedication (e.g. support of fundraising activities, such as tin rattles, etc.).

AGE GROUP SELECTIONS

Frankston will select the best team possible in the age group picked from the best people in that age group. Younger age competitors will only be added when:

- When there are no other competitors in that age group who can make up a team
- It does not compromise the younger age group team

DISPUTES/ APPEALS

In the case where there is a dispute about team/ relay selections a panel consisting of the Sectional Head Coach, Club Head Coach, if any, and the Aquatic Sports Director will be convened. The decision of this panel is final and cannot be challenged.

Frankston LSC Policy Document

Reference: 009 Reviewed: TBC/2017

POLICY 009. TITLE: IRB equipment and maintenance procedure

PURPOSE

To ensure all members use the FLSC IRB equipment in the correct manner, ensuring correct maintenance and use, including the allocation of IRB's for specific areas of the club, appropriate borrowing procedures, set-up and pack-up of IRB's and engines, fuel consumption and reporting of damages and maintenance needs.

INTRODUCTION

The following Rules have been set by FLSC and have been designed to ensure that the equipment is maintained to the SLSA and LSV safe operating standard and, when appropriate, the correct lines of communication are followed to ensure the equipment is repaired to these standards.

POLICY

This policy outlines:

1) **Who can use an IRB?** What is their responsibility? -

a) PATROLS – all rostered patrols in a season

When completing patrols, the Patrol Captain, in partnership with the IRB Driver will be responsible for the care, risk management and proper use of the IRB's, and:

- i. Ensure IRB Driver holds a current IRB Drivers award and be currently proficient.
- ii. Be present and overseeing all set-up, usage and pack-up of equipment.
- iii. Ensure all relevant members wear all required PPE equipment.
- iv. Be in contact with the club Powercraft Officer on required maintenance and log all damage on whiteboard in IRB shed.
- v. Inform the Powercraft of any substantial fuel consumption.

b) EMERGENCY CALL OUTS – as directed by LSV or Police

When undertaking a call out ONE member must take on the responsibility for the care, risk management and proper use of equipment. This member must be a financial member and meet the following requirements:

- i. Contact the LRU Coordinator, Patrol Officer, Lifesaving Director or President at the earliest time possible (pre or post rescue).
- ii. Ensure the IRB driver holds a current IRB Drivers award and be currently proficient.
- iii. Be present and overseeing all set-up, use and pack-up of equipment.
- iv. Ensure all relevant members wear all required PPE equipment.
- vi. Be in contact with the club Powercraft Officer on required maintenance and log all damage on whiteboard in IRB shed.
- v. Inform the Powercraft Officer of any substantial fuel consumption.

c) TRAINING – Including competition training and skill-based training

When conducting IRB training ONE member must be responsible for the care and proper use of equipment. This member must be a financial member and meet the following requirements:

- i. Have a current IRB Driver award and be currently proficient.
- ii. Hold a current IRB Training Officers award
- iii. Registered the training course with LSV
- iv. Complete an enrolment sheet for each participant
- v. Complete and attendance sheet for each training session
- vi. Complete a risk assessment form for each WATER session
- vii. Be present and oversee all set-up, training and pack-up procedures.

- viii. Ensure all relevant members wear all required PPE equipment.
- ix. Be in contact with the club Powercraft Officer on required maintenance and log all damage on whiteboard in IRB shed.
- x. Inform the Powercraft Officer on fuel consumption of the training session

d) WATER SAFETY – Including carnivals and nipper water safety

When completing water safety ONE member must be responsible for the care and proper use of equipment. This member must be a financial member and meet the following requirements:

- i. Ensure IRB Driver holds a current IRB Drivers award and be currently proficient
- ii. Be present and oversee all set-up, use and pack-up of equipment.
- iii. Ensure all relevant members wear all required PPE equipment.
- vii. Contact club Powercraft Officer of equipment being borrowed and any required maintenance, while also logging all damage on whiteboard in IRB shed.
- iv. Inform the Powercraft Officer on fuel consumption of the training session

2) Allocation of IRB's and engines:

FLSC is committed to supporting training, competition and patrols. In order to maintain an appropriate level of support for each section IRB's and engines will be allocated as per need for each section. The club must always be able to provide a minimum of 2 IRB's and three motors for patrol and emergency callout responses. The allocation will be:

- a) Two IRB's and three engines for patrol and call outs (including at least one hard hull)
- b) One IRB and one engine for FLSC club's carnival competition requirements, nipper requirements and third patrol IRB if required
- c) Five IRB's and five engines for training

** As a club our priority is to patrols and rescue call outs. If one or both boats allocated to this are deemed 'unsafe to use' then boats will be reallocated for this purpose.*

3) When using an IRB and engines:

It is the responsibility of *the* person approved as above to complete the following:

a) Set-up of IRB's

Select an IRB and Engine appropriate to **Point two (Allocation of IRB's and engines) above*
IRB:

- i. Ensure your selected IRB has no prior damage, as listed on whiteboard in IRB shed
- ii. Examine all valves to ensure they are secure and retaining air
- iii. Examine all pontoons to ensure they are inflated and free of damage, tears or breaks
- iv. Examine the floorboard/floors for damage including frayed foot straps, damaged corners or hinges
- v. Examine all handles, bow rope and rollover rope for damage including fraying, lifting corners
- vi. Ensure all ancillary equipment is attached or in the IRB. Including whistle, tow rope, tube, and knife.

Engine:

- i. Ensure, your selected ENGINE has no prior damage, as listed on whiteboard in IRB shed
- ii. Ensure engine safety cable is secured around engine and attached to IRB
- iii. Check the security of the propeller on a prop guard
- iv. Examine the motor for damage
- v. Ensure motor is centrally located on the transom and the motor safety cable is connected and secure
- vi. Ensure fuel cell is secured and bayonet is connected and sand free
- vii. Ensure fuel cell is filled
- viii. Start the motor to ensure that it turns over and then turn off (quickly)

b) Pack-up of IRB's:

- i. Check for any damage to IRB or motor – ANY DAMAGED MUST BE reported following

**Point five (damage to equipment) outlined below.*

- ii. Restore, clean and service equipment, include under floorboards
- iii. Check for signs of operational stress on equipment
- iv. Update equipment records as required (IRB Whiteboard/Logbooks)
- v. Boat is to be left as it was found (Packed and rolled, on a trailer or stacked)
- vi. All axillary equipment removed from IRB's to be left stored with other like equipment (e.g.: tubes on hooks, tow ropes in tub with other)
- vii. Re-fill fuel cell to ensure it is full for the next use

4) Fuel Use:

When using fuel, it is the responsibility of the person approved as above to inform the club

Powercraft Officer **when you empty ONE fuel container or more:**

- i. How much you have used, AND
- ii. How many FULL fuel containers remain?

This can be completed at the end of multiple days of training or water safety (e.g.: end of bronze camp, end of 2-day carnivals) if there is enough fuel for the following few days.

5) Damage to equipment:

When using an IRB, it is the responsibility of the person approved as above to inform the club

Powercraft Officer **of ANY DAMAGE to ANY equipment:** (This equipment must be labelled and not used until approved by Powercraft Officer)

a) Inform club Powercraft Officer

- i. Who was responsible at the time of damage, for contact if further information is needed?
- ii. What equipment was damaged (number if present, e.g.: Motor 5, IRB ANG001, Fiberglass board 2)
- iii. What damage has occurred
- iv. What steps have been taken to prevent future use until it can be assessed (as per below points)

b) Write on whiteboard

- i. Fill in the whiteboard with the correct details

c) Remove the risk to other members

- i. Place a sign on the equipment 'Out of Order' which can be found on the work bench

d) Record in Logbooks

- i. IRB Logbook
- ii. Patrol Logbook

e) Prior to repairs the responsible Director must:

- i. Attain a quote from the preferred provide
- ii. Ensure there is adequate expenses in your budget for repairs or seek assistance from Director if Finance
- iii. Place a purchase order for repairs through the club Administration
- iv. Organise delivery and pick up of equipment
- v. Finalise payment of equipment once delivery has been received though club administration

If deemed un-repairable by the Powercraft Officer, it is the responsibility of that section of the club to repair the equipment ASAP using the clubs preferred repairers:

- **IRB's – Inflatable Boat Worx – Jeremy Wiggs – 03 5975 1991**
- **Engines – T.R.E Motor Sports – Ben Griffin – 03 9455 3665**
- **Boards – TBC – TBC**
- **SSV (BRP) – Peter Stevens (Dandenong) – 03 8340 9495**

*The club will endeavour to provide replacement equipment to effected section of the club however this will not always be possible.

6) IRB motor rollover procedure:

If an IRB engine is rolled it is the responsibility of the person approved as above to inform the club Powercraft Officer **that an engine was rolled** and **to follow the below checks:**

- i. Diagnose basic motor faults (sounds are a good indicator)
- ii. Ensure motor is switched off (pull out red kill switch) and follow safe fuel handling procedures
- iii. Update equipment records as required (IRB Logbook and write on whiteboard)
- iv. Remove motor from IRB and hose down with fresh water
- v. Remove spark plugs
- vi. Drain the carburettor
- vii. Invert motor and pull starter (20 times)
- viii. Insert petrol into cylinder heads
- ix. Invert motor and pull starter (10 times)
- x. Replace carburettor drain plug
- xi. Clean spark plugs (or replace)
- xii. Run engine for a minimum of two hours
- xiii. Repeat above process if unable to get the motor started

Frankston LSC Policy Document

Reference: 010 Reviewed: TBC/2017

POLICY 010. TITLE: Accredited Coaches Member Discounts

PURPOSE

To reward those Frankston LSC members who provide specialist coaching to competing members.

INTRODUCTION

Coaches are integral to a successful competition section. The purpose of this policy is to recognise the efforts of coaches by reimbursing their membership fee (not including competition levy) at the completion of the competition season.

POLICY

1. Section managers must submit a brief document outlining who the relevant sectional coaches are to the Aquatic Sports Director by 1st December. This document should outline the activities being undertaken by coaches, including number of competitors or team's coached and approximate number of hours per week spent in coaching.
2. The Aquatic Sports Director will review this with input from the Team Manager and advise Directors at the next available Directors meeting.
3. Subject to satisfactory fulfilment of their obligations as determined by the Aquatic Sports Director, coaches will receive a 100% refund of membership fees paid at the end of the season.

Frankston LSC Policy Document

Reference: 011 Reviewed: 06/2020

POLICY 011. TITLE: Working with Children (WWC) Check Policy

PURPOSE

To outline requirements and guidelines for the ongoing implementation of the Working with Children (WWC) Check and FLSC obligations under the *Working with Children Act 2005* (the Act).

SCOPE

This policy applies to all FLSC personnel; paid staff, contractors, licensees, officers, volunteer members, service members and associates of FLSC.

BACKGROUND

The Act defines children as anyone under the age of 18. Child-related work involves contact with a child that is unsupervised, direct and a part of the person's duties.

POLICY

FLSC adopts the LSV **Member Protection - Working with Children Checks (Policy No: LSV-015-PP)** as amended from time to time.

Any person 18 years and over, in a voluntary or salaried position, who works with people under 18 years of age in any capacity is required to have a valid Working with Children Check registered to Life Saving Victoria and Frankston Life Saving Club. The Department of Justice WWC Check website defines the requirement as "as being where contact with children is direct, unsupervised and part of a person's duties." (viewed 19 November 2014, www.workingwithchildren.vic.gov.au) The following matrix illustrates the nature whereby Members 18 years and over require a WWC Check.

Members do need a WWC Check if they meet ALL 5 criteria listed below:

1. You are an adult involved with children under 18-year old.
2. You are involved with children as one of the following:
 - an employee
 - a volunteer
 - a participant or instructor in practical awards or physical training.
 - a member of the Board of management of the club.
3. You have direct contact with children, which means you can talk face-to-face or have physical contact with children.
4. Your contact with children is part of your club duties i.e. not incidental to your membership.
5. Your contact with children is not directly supervised by another person. Direct supervision means immediate and personal supervision. It is possible for the person supervising the contact with children to leave the room briefly for example to take a phone call.

Categories	WWC Check required by FLSC
Patrolling members including Active Members, Active Reserve members, Long Service members, Award members.	√
Trainers (qualified or unqualified) and Camp Leaders.	√
Nipper Programs/Carnivals (Officials, Coaches, Age Managers, Team Managers and Assistants).	√
Nipper parent helpers who are supervised by an Age Group Leader.	Is required only if the member falls under the WWC Check criteria as above.
Competition/Carnivals (Officials, Coaches, Section Managers, Team Managers and Assistants)	√

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Members of any category who are also LSV Officials.	√
Members of any category who are also Award Assessors.	√
Honorary members, General Members and Associate Members.	Is required only if the member falls under the WWC Check criteria as above.
Life Members	Is required only if the member falls under the WWC Check criteria as above.

Notes:

- 1) It is the responsibility of Directors to ensure that members working within their area have a valid WWC check if they have direct unsupervised contact with a minor.
- 2) Memberships may be processed with the reference number supplied by the Department of Justice upon application for a WWC check. If the DOJ notifies the club of a failed WWC check, the member in question would have their membership revoked.

Frankston LSC Policy Document

Reference: 012 Reviewed: 01/2017

POLICY 012. TITLE: Financial Matters

PURPOSE

To provide guidance to Directors and members in respect to expenditure of Club funds.

SCOPE

This policy applies to all FLSC personnel; paid staff, contractors, licensees, officers, volunteer members, service members and associates of FLSC.

POLICY

1. Financial

- a) Regulations require FLSC 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.
- b) 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.
- c) 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 Board, is given serious consideration and professional assistance is sought if necessary.
- d) Directors must make sure FLSC 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 FLSC and it is important that Directors monitor the Companies financial situation. Financial literacy is a skill that all Directors must have or acquire.

2. Budget Procedures

- a) Initial Budget
Each Club Section must prepare an annual draft budget. This draft budget will be reviewed by the Board 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 Board. The detailed budget allocation of each Club Section must be finally approved by the Treasurer, and subsequently by the Board.
- b) Budget Revisions
At any time throughout a year, Club sections may make requests to the Board (based on the delegated authority limits) to re-allocate 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 Board.

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 FLSC Chart of Accounts.

3. Expenditure

a) General Principles

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

i. Accountability

The Directors, elected Committee Members and Non-elected Officers are accountable to the Board 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, expenditure limits are set out in FLSC Policy 013, Appendix E and are inclusive of GST.

iii. Ownership of Funds

Subject to terms and conditions of grants where applicable, all funds held in FLSC accounts belong to FLSC, irrespective of any claims that individual members may have on these funds in respect of certain programs or projects, and all spending of FLSC funds must be in line with these guidelines. All items purchased through FLSC accounts are the property of FLSC.

iv. Commitment or Expenditure of FLSC Funds

All purchasing must be in compliance with FLSC’s purchasing policies. All orders must be on an official FLSC purchase order form and authorised in accordance with expenditure limits set out in FLSC Policy 013, Appendix E

v. Individual’s Expenditure Reimbursement and Credit Card Expenditure

Expenditure reimbursement or credit card expenditure statements 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. Staff or member involvement with outside organisations dealing with FLSC

All transactions must comply with the “FLSC Conflict of Interest Policy”. A conflict of interest, real or potential, exists where staff or associates (e.g. family members, partners) of staff or members stand to derive a personal benefit from any transaction involving the supply of goods or services to FLSC. Staff must disclose any such conflict of interest to the relevant Director and obtain written authorisation from the President for the transaction to proceed.

vii. 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 Board, Directors have authority to spend monies in line with their budgets. Further, for any single line item, they may exceed the budget allocation for that item by up to 10%:

- provided the increase does not represent more than 5% of the total budget for the Business Unit; and

- subject to the overall availability of funds.

This restriction does not apply to line items where total expenditure for the year is less than \$500.

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. Real Estate

Contracts, leases or licences involving real estate must be approved and executed by the Board.

ii. Motor Vehicles

The Board shall approve:

- the purchase of motor vehicles, including replacements; and
- the lease of motor vehicles.

Motor vehicle purchase contracts or leases shall be executed by the Treasurer as an authorised representative of FLSC.

The short-term hire of motor vehicles may be approved by the Treasurer.

iii. Major Building Projects

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

iv. Minor Building Works, Repairs and Maintenance

The budget allocation limit for minor building works, repairs and maintenance is \$500 (including GST). Works costing in excess of this are classified as major building projects.

For expenditure on minor building works up to and including \$500 (including GST) normal budget provisions and general expenditure limits set out in FLSC Policy 013, Appendix E 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 Board. The Director of Facilities shall be responsible for arranging the timely undertaking of all works and the negotiation and execution of contracts as an authorised representative of FLSC.

The Board must approve all repair and maintenance agreements that commit or potentially commit FLSC to ongoing payments. The Director of Facilities shall be responsible for arranging execution of those agreements as an authorised representative of FLSC.

v. Equipment Purchases, Leases or Licences

For the purposes of this section, "equipment" includes office equipment, furniture, IT and software, maintenance and support. Other than as set out in paragraphs a) to c) below:

- a) all equipment purchases contracts and lease and licence agreements require approval of the Board; and
- b) for equipment purchases or for a lease or licence of equipment for a period of one year or less, normal budget provisions and general expenditure limits set out in FLSC Policy 013, Appendix E apply;

- c) for equipment leases or licences that involve commitments for more than one year require approval by the Board
- vi. IT and Electronic Office Equipment
Approval of the Director of Administration is required for the purchase, lease or license of IT and electronic office equipment where the items are in compliance with the IT standard operating environment. Normal budget provisions and general expenditure limits set out in FLSC Policy 013; Appendix E apply.
- Appropriate procedures relating to obtaining of quotations, use of approved preferred supplier lists and tendering processes must be followed when making purchases. This process should include identification of any related obsolete equipment along with any proceeds from disposals.
- vii. Software Licenses, Maintenance and Support Agreements
The use and acquisition of software must comply with software licenses, maintenance and support agreements.
- viii. Other Equipment
Decisions regarding whether to purchase or to lease or license equipment are financing decisions and must be made by the Board.
- ix. Travel
Expenditure related to interstate or overseas travel cannot be authorised by the individual undertaking the travel. The itinerary and travel authorisation is to be authorised in normal circumstances by the Board. The travel must be authorised in advance.

4. Income

(a) General Principles

It is necessary to ensure that all new significant and material income earning activities:

- do not over-expose FLSC to risk and/or liability; and
- relate to the promotion of the objects of FLSC as set out in the FLSC Strategic Plan.

New activities are those involving non-traditional areas as distinct from entering into relationships with new customers involving conventional products and services.

New activities require the prior approval of the Board. In seeking approval, a business case should be presented including identification of how the income will be earned and the related expenditure together with details of any obligations on FLSC resulting from this activity i.e. either expense or capital commitments.

The member who initiates a new income earning activity is accountable to the Board for risks and/or liabilities incurred and ultimate collection of monies invoiced under the arrangement.

(b) Income from the disposal of equipment

The authorisation limits in the table below relate to equipment purchased or otherwise acquired by a Club that has become obsolete or no longer required by FLSC. The authorisation limits are GST exclusive. Before disposal, the possibility of redeployment to another Club Section should be considered. All disposals should aim at maximising the economic return to FLSC.

Authorisation Limit	Approval by
Items with replacement cost up to \$250	Responsible Director

Items with replacement cost up to \$500	Responsible Director and Treasurer
Items with replacement cost over \$500	Board

Where the disposal is of a group of similar items (e.g. a number of PCs) the authorisation limits apply to the aggregate value of the items.

Any proceeds from disposals will be placed into general club revenue.

(c) Income from grants and sponsorship

Income derived from grants or sponsorship usually commits FLSC to the performance of certain agreed obligations. These obligations will be set out in the funding or sponsorship agreement. Funding or sponsorship agreements must be approved in accordance with the limits set out in the table below:

Grant or Sponsorship Limit	Approval by
Income up to \$500	Responsible Director and Treasurer
Income over \$500	Board

5. Other finance related authorities

a) Salary Packaging

The Board must approve salary packaging arrangements for individuals.

b) Staff Appointments, Promotions, Salaries and Allowances

The Board must approve Staff Appointments, Promotions, Salaries and Allowances

c) Engaging Consultants and Contractors

The Directors need to give careful consideration to whether it is appropriate to engage a person on a contract basis or as an employee. The Board shall approve all requests to engage a consultant or contractor.

d) Authority to Invest FLSC Funds

Item	Approval by
New Investment Product	Board
Investment in Existing Product	Treasurer
Withdrawal of Investment Funds to apply to Life Saving Victoria accounts	Board

Frankston LSC Policy Document

Reference: 013 Reviewed: 01/2017

POLICY 013. TITLE: Social Media Policy

1. INTRODUCTION & PURPOSE

The Internet provides many opportunities to communicate with other individuals, other members of the Frankston Life Saving Club (Frankston LSC), businesses and the community. Social media websites provide the opportunity for the Frankston LSC Board and members to promote the work they do and the values and aspirations of the organisation. Use of these websites can also be abused and potentially damage the reputation of the Frankston LSC and in extreme cases result in legal proceedings.

The Internet is a fast-moving technology and it is impossible to cover all circumstances. This Policy aims to provide guiding principles to help in decision making as well as providing specific detail on behaviour that must not be undertaken.

2. DEFINITIONS:

Senior volunteers mean Officers of the Frankston LSC.

Social media means websites and applications that enable users to create and share content or to participate in *social* networking.

Social networking sites, also called *social* software and *social media*, provide the means to create and maintain ties online.

Use of social media websites relates to any online activity where information is shared by an individual that might affect colleagues, clients or the Frankston LSC as an organisation. It includes but is not limited to activities such as:

- Maintaining a profile page on one of the social or business networking sites (for example like LinkedIn, Facebook, Twitter or MySpace, Bebo, Shutterfly, Foursquare, Pinterest & Tumblr);
- Photo & video sharing sites such as YouTube, Instagram & Flickr
- Commenting on blog sites for personal or business reasons;
- Leaving product or service reviews on retailer sites, or customer review sites;
- Taking part in online votes and polls;
- Taking part in conversations on public and private web forums such as message boards; or
- Editing a Wikipedia page.

3. SCOPE & CONTEXT

This Policy includes the Frankston LSC Board, Directors, Officers and members.

This Policy should be read in conjunction with other policies of the Frankston LSC, Life Saving Victoria (LSV) and Surf Life Saving Australia (SLSA), including but not limited to the following.

- LSV-006-PP: Social Media Management Policy, January 2011
- SLSA Policy 6.05 – Member Protection Policy (and Appendices), October 2016
- SLSA Policy 6.02 – Privacy Policy, March 2014

A breach of this Policy will result in disciplinary action. This may involve a verbal or written warning and in serious cases, termination of your membership with the Frankston LSC.

4. GUIDING PRINCIPALS

- 4.1 When any individual identifies their association with the Frankston LSC they are expected to behave appropriately, in ways that are consistent with the values and policies of the Frankston LSC, LSV and SLISA.
- 4.2 The web is not anonymous. Users of social media websites should assume that any comments made by them will be able to be traced back to them as individuals or to the organisation in general.
- 4.3 Due to the unique nature of lifesaving and the activities of the Frankston LSC, the boundaries between volunteer time and social life within the organisation can become blurred. When using social websites, members need to make a clear distinction between their activities as a volunteer and their personal activities undertaken outside of the Frankston LSC.
- 4.4 Honesty is always the best Policy. Think of the web as a permanent record of activities and act with integrity always.

5. ONLINE USAGE

- 5.1 All current responsibilities of the Frankston LSC members remain in force when using social media websites. Unacceptable behaviour/use is, but not limited to the following:
 - Must not interfere with lifesaving operational activities;
 - Must not contain or link to libellous, defamatory or harassing content, including by way of examples, illustration or use of nicknames;
 - Must not contain or link to pornographic or indecent content;
 - Must not comment on or publish information that is confidential or proprietary to the Frankston LSC or its members, partners or sponsors and those of LSV and SLISA; and
 - Must not bring the organisation into disrepute.
- 5.2 The Frankston LSC members may not use the Frankston LSC brand or that of LSV and SLISA to endorse or promote any product, opinion, cause or political candidate. It must be abundantly clear to any other user that any opinions expressed by a member are personal opinions only and do not represent the views of the Frankston LSC.

6. OFFICIAL FRANKSTON LSC BLOGS, SOCIAL PAGES, AND ONLINE FORUMS

6.1 When using official Frankston LSC blogs, social pages and online forums, please remember the following:

- Posts must not:
 - Contain or link to libellous, defamatory, or harassing content, including by way of examples, illustration or use of nicknames;
 - Contain or link to pornographic or indecent content;
 - Comment on or publish information that is confidential or proprietary to the Frankston LSC or its members, partners or sponsors and those of LSV and SLISA; and
 - bring the organisation into disrepute.
- The Frankston LSC has the right to remove any content;
- The Frankston LSC Board will appoint Administrators to manage the content of its Social Media postings. Where the Board is yet to make a formal resolution, the President shall be the Administrator.
- An online Administrator approving a posting shall be held responsible for any inappropriate material in a posting.
- Members may not use any Frankston LSC online forums to promote personal projects of opinions.
- All materials published or used must respect the copyright of third parties.

6.2 ACCEPTABLE USE OF THE FRANKSTON LSC FACEBOOK PAGE:

Social media is a powerful tool in expediting the communications of a vast number of topics related to important club topics & operations. Acceptable use & topics are as follows:

- Posting of patrol activities.

- Posting of club events & activities.
- Posting of club documents for members and general club operations.
- Posting of Policy or procedure updates.
- Member recognition.
- Club or lifesaving development.
- Employment opportunities relative to life saving awards and experience.
- Urgent information regarding OH&S and Lifesaving Operations.
- Information from associated local and emergency services and other affiliate organisations, directly impacting Frankston LSC, e.g., council notifications of traffic diversions at waterfront.

6.3 FACEBOOK AND COMPLAINT HANDLING:

Facebook is not the place to lodge the following:

- Complaints in general.
- OH&S issues, unless immediate notifications are required.
- Maintenance issues

Reporting chain & procedure is as follows for the above items:

- Complaints: Send email to the Member Protection Officer and CC the President.
- OH&S Issues: Send email to board@frankstonlsc.com.au
- Maintenance Issues: Send email to board@frankstonlsc.com.au

7. CONSIDERATION TOWARDS OTHER VOLUNTEERS AND MEMBERS OF THE CLUB WHEN USING SOCIAL NETWORKING SITES

7.1 Social media websites allow photographs, videos and comments to be shared with other users. It may not be appropriate to share Frankston LSC related information in this way. For example, there may be an expectation that photographs taken at a private Frankston LSC event will not appear publicly on social media websites, both from those present and perhaps those not at the event. Publication of such photos could inadvertently make the Frankston LSC liable for breach of media or sponsorship copyright.

7.2 Members must be considerate to their colleagues in such circumstance and must not post information when they have been asked not to. They must also remove information about a colleague if that colleague asks them to do so.

7.3 Under no circumstance should offensive comments be made about the Frankston LSC or its members online. This is indicative of bullying behaviour and is deemed to be a disciplinary matter.

7.4 Posting etiquette and how material may be construed are an important consideration. Frankston LSC aims to foster inclusivity for its diverse membership. It is recommended that online participants avoid the misconstruing of posts or the inference that content has a hidden agenda or is targeted at an individual or group. Below is a framework as to how posts can be constructed to avoid ambiguity and misinterpretation. Content deemed inappropriate will be assessed against the examples below:

7.4.1 Example No. 1: Joe Bloggs comes second in a board event and you would like to post recognition:

- “Well done Joe for your second place in the board event, you must be proud” – Recognition is the only focus here, there is no other dialogue present that allows for interpretational conjecture.
- “Well done Joe for your second place in the board event, lucky there were only two entrants” – Easily this can be misconstrued. The additional dialogue leads to inference and interpretational conjecture.

- “Well done Joe for your second place in the board event, lucky it was as flat as glass on the day hey” The additional dialogue leads to inference and interpretational conjecture.
Example No. 2: You are up the club house and find that the patrol room door if opened will fall off its hinges likely injuring someone. You can see that possibly someone has attempted to repair the hinges. You are by yourself and cannot safely take it off the hinges yourself. You would like to post a warning on Facebook:
- “Hi everyone, I have just discovered that the patrol door hinges are faulty and if the door is opened it is likely to fall of the hinges and injure the person. I have reported this to the board and have put a sign on the door. Two people will need to open the door.” Safety issue is the only focal point here, there is no other dialogue that needs interpreting.
- “Hi everyone, I have just discovered that the patrol door hinges are faulty and if the door is open it is likely to fall of the hinges and injure the person. I have reported this to the board and have put a sign on the door. Can’t believe how the hinges were fixed, home handyman job” The additional dialogue leads to inference and interpretational conjecture.
- “Hi everyone, I have just discovered that the patrol door hinges are faulty and if the door is open it is likely to fall of the hinges and injure the person. I have reported this to the board and have put a sign on the door. I can see it was a quick fix, Bob the Builder can we fix it, I don’t think so” The additional dialogue leads to inference and interpretational conjecture, not to mention unconstructive and childish.

8. FRIENDS & CONNECTIONS

Frankston LSC members are encouraged to use their best judgment in deciding if or at what level they want to connect with clients, peers, colleagues, supervisors, vendors, journalists, and members on social media websites.

The Frankston LSC will support its Directors and Officers decisions to keep online relationships strictly professional.

9. REVIEW OF POLICY

This Policy is subject to regular review at a maximum four-year interval.

10. ACCESS TO THE POLICY

This Policy will be available for viewing by any person on Frankston LSC’s website or a copy will be made available upon request

11. FURTHER INFORMATION

For further information, please contact:

Frankston Life Saving Club
1/1N Long Island Drive,
Frankston Victoria 3199

PO Box 1041
Frankston Victoria 3199

Email: admin@frankstonlsc.com.au
Tel: 03 9783 9730

Attention: President

Frankston LSC Policy Document

Reference: 014 Reviewed: As per easing of restrictions by State Gov.

POLICY 014. TITLE: COVID-19 Hiring and use of Club Function Space.

PURPOSE

To maintain the safety of all persons using or hiring out the Club's function/training space by outlining the key processes devised to maintain a high level of hygiene and appropriate physical distancing based on recommendations from the Department of Health and the State Government in relation to the outbreak of COVID-19.

INTRODUCTION

The World Health Organisation (WHO) has declared a pandemic in response to an outbreak of the novel coronavirus, more commonly known as COVID-19. This virus is highly contagious and has the potential to affect the health and wellbeing of people of all ages. As such, the Club has put in place extensive measures to minimise the spread of COVID-19 whilst the Club's function/ training space is being used.

FUNCTION/TRAINING SPACE ACCESS

The function/training space is accessed via a main door which opens out on to a footpath and carpark area. This area is separate to the downstairs physical training and storage area.

FUNCTION/TRAINING SPACE OCCUPANCY RATIOS

The function space can hold 20 people based on physical distancing rules. A limit of 15 people will be adhered to ensure distancing is more than adequate.

FUNCTION/TRAINING SPACE CONFIGURATION

- The function space must be pre-set with chairs spaced 1.5m apart to ensure physical distancing is adhered to.
- The tables have been removed and will not be set for training to ensure limited touching of equipment onsite.
- Tea and coffee, along with shared drinking water facilities, have been removed. Attendees will be required to bring their own food and water bottles. There will be a water refill station available should attendees require it in the main function room.
- The kitchen will be closed and will not be able to be used during training.
- The bar will also be closed and will not be able to be used during training.
- All bins in the function space will be removed and attendees will be asked to take their rubbish with them.
- Only disposable paper towel will be used in bathrooms and this can be disposed of in a foot pedal opening bin.
- If there is a need to use the lift (e.g. for a disabled attendee) it has clear signage to limit usage to ONLY 1 person at a time. A sanitising station will also be available so that attendees can sanitise their hands before calling the lift, entering the lift or pushing buttons.

HIRING OF CLUB FUNCTION/TRAINING SPACE

Those hiring the function/training space must agree to adhere to the following requirements:

- All function/training attendees must complete a health and safety declaration which includes each attendees' contact details in the event of a confirmed case of COVID-19. A copy of the signed forms must be supplied to the Club Functions Manager 24 hours prior to the function/training. See Appendix 1.
- All function/training attendees must agree to follow the physical distancing and hygiene practices stipulated by the Club prior to attending the function/training including maintaining a minimum of 1.5m between themselves and others; washing or sanitising their hands after using the bathroom, sneezing, coughing or touching their face; as well as before and after eating. A copy of the signed

forms agreeing to these requirements will need to be supplied to the Club Functions Manager 24 hours prior to the event. Refer to Appendix 1- COVID-19 Club Pre-attendance declaration form

- The hirer must nominate an attendee who will have responsibility for undertaking ongoing high-touch point cleaning if the function/ training exceeds 3 hours in length.

HYGIENE AND SANITISATION

The following hygiene and sanitisation practices are in place. Also refer to Appendix 2- Enhanced Club Cleaning Guidelines.

- Pre-function/ training
 - A deep clean, using hospital grade disinfectant, will be conducted on all surfaces prior to any function/training commencing. This will be carried out by the Functions Manager who has successfully completed COVID-19 Safe training.

On arrival:

- Hand sanitiser is available on entry to the Club and the function/training room.
- Signs indicating the hygiene practices that attendees must engage in are displayed at the entrance.
- The key symptoms of COVID-19 will be displayed so that attendees are aware of the symptoms to look out for and how to prevent the spread of the virus.

In the function / training room:

- Hand soap and hand sanitiser is available along with clear signage advising users to wash and sanitise their hands after using bathroom facilities
- Signs indicating the hygiene practices that attendees must engage in are displayed throughout the function/ training space.
- Windows or doors will be opened to ensure adequate ventilation in the function/ training room throughout the training.

Post-function / training

A deep clean, using hospital grade disinfectant, will be conducted on all surfaces including high-touch points, chairs, equipment, bathrooms, hard surfaces, the entrance, lift (at both levels) and doorways in accordance with deep clean guidelines. This will be carried out by the Functions Manager who has successfully completed COVID-19 Safe training.

Confirmed case of COVID-19 cleaning procedures:

In the event that an individual is found to have a confirmed case of COVID-19 the infectious diseases cleaning guidelines will be followed. Refer Appendix 3- Infectious Cleaning Guidelines.

Relevant Legislation informing this Policy

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Regulations 2019

Ratified by the Board of the Frankston Life Saving Club on _____

Frankston LSC Policy Document

Reference: 015 Reviewed: 06/2020

POLICY 015. TITLE: Safeguarding Young People

Introduction

At Frankston Life Saving Club we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our Club.

Purpose of the Policy

The purpose of this policy is to demonstrate the strong commitment of Frankston Life Saving Club to the care, safety and wellbeing of all children and young people. It provides an outline of the policies, procedures and strategies developed to keep children and young people safe from harm, including all forms of abuse in our club environment, online and in other locations provided by the club.

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in Ministerial Order No. 870.

This policy applies to all adult members, including volunteers, contractors and parents/ guardians.

Principles

Frankston Life Saving Club is committed to reducing the risks of abuse and harm to children and young people, and will ensure all members, affiliated Clubs, consultants, contractors and licensees understand and adhere to the SCYP Policy and Procedure, relevant legislation, and statutory requirements. (LSV Safeguarding CYP Commitment Statement).

The following principles underpin our commitment to child safety at Frankston Life Saving Club:

- All children deserve, as a fundamental right, safety and protection from all forms of abuse and neglect.
- Our club works in partnership with families and the community to ensure that they are engaged in decision-making processes, particularly those that have an impact on child safety and protection.
- All adults in our club, including board members, award members, volunteers, and contractors, have a responsibility to care for children and young people, to positively promote their wellbeing and to protect them from any kind of harm or abuse.
- The policies, guidelines and codes of conduct for the care, wellbeing and protection of children are based on honest, respectful and trusting relationships between adults and children and young people.
- Policies and practices demonstrate compliance with legislative requirements and cooperation with our peak body Lifesaving Victoria, the police and human services agencies.
- All persons involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect.
- All volunteers, contractors, parents, children and young people should feel free to raise concerns about child safety, knowing these will be taken seriously by the board.
- Appropriate confidentiality will be maintained, with information being provided to those who have a right or a need to be informed, either legally or pastorally.

4. Definitions used in this Policy

Child: A child or a young person enrolled as a student at the club.

Child abuse includes:

- (a) any act committed against a child involving:
 - (i) a sexual offence
 - (ii) an offence under section 49B (2) of the Crimes Act 1958 (grooming)
- (b) the infliction, on a child, of:

- (i) physical violence
- (ii) serious emotional or psychological harm
- (c) serious neglect of a child. (Ministerial Order No. 870)

Child safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse. (Ministerial Order No. 870)

Child neglect includes a failure to provide the child with an adequate standard of nutrition, medical care, clothing, shelter or supervision to the extent that the health and physical development of the child is significantly impaired or placed at serious risk.

Child physical abuse: Generally, consists of any non-accidental infliction of physical violence on a child by any person.

Child sexual abuse is when a person uses power or authority over a child to involve them in sexual activity. It can include a wide range of sexual activity and does not always involve physical contact or force.

Emotional child abuse occurs when a child is repeatedly rejected, isolated or frightened by threats, or by witnessing family violence.

Grooming is when a person engages in predatory conduct to prepare a child for sexual activity at a later date. It can include communication and/or attempting to befriend or establish a relationship or other emotional connection with the child or their parent/carer.

Mandatory Reporting: The legal requirement under the Children, Youth and Families Act 2005 (Vic.) to protect children from harm relating to physical and sexual abuse. Principals, teachers, medical practitioners and nurses at a club are mandatory reporters under this Act.

Reasonable Belief: When a member is concerned about the safety and wellbeing of a child or young person, they must assess that concern to determine if a report should be made to the relevant agency. This process of considering all relevant information and observations is known as forming a 'reasonable belief'. A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof but is more than mere rumour or speculation. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

Club environment means any physical or virtual place made available or authorised by the Club committee or board for use by a child including:

- (a) online environments (including email and intranet systems)
- (b) other locations provided by the club for a child's use (including, without limitation, locations used for camps, competitions, and other events). (Ministerial Order No. 870)

5. Policy Commitments

All children and young people at Frankston Life Saving Club have the right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we do not and will not tolerate child abuse. We aim to create a child-safe and child-friendly environment where children are free to enjoy life to the full without any concern for their safety. There is particular attention paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.

Our commitment to children and young people

- We are committed to the safety and wellbeing of all children and young people who access any of our activities, programs, events or services
- We are committed to providing children and young people with positive and nurturing experiences
- We commit to supporting families and communities to promote children and young people's healthy development and wellbeing
- We will strive to ensure that children and young people are protected and are not exploited, abused or harmed during their involvement with any of our activities, programs, events or services
- We will listen to children and young people and empower them by taking their view seriously

and address any concerns that they raise with us

Our commitment to parents and carers

- We are committed to supporting parents and carers to protect their children. We will offer assistance that builds on a family's strengths and empowers them to meet the changing needs of their children.
- We are committed to communicating honestly and openly with parents and carers about the wellbeing and safety of their children
- We will promote and distribute information about this Safeguarding Children and Young People policy to children and young people and parents/carers as part of an introduction to our services and programs.
- We commit to transparency in our decision-making with parents and carers as long as doing so does not compromise the safety of children and young people or breach any confidentiality obligations.
- We will work to create an environment in which children and young people are safe and feel safe in any of our program, activities, and/or events

Our commitment to our members

- We commit to providing all Frankston Life Saving Club members with the necessary support to enable them to fulfil their roles. We commit to a management structure that supports and develops members in their roles
- We commit to providing all LSV people with the necessary support to enable them to fulfil their roles. This will include regular and appropriate development opportunities and supervision.
- We commit to providing regular opportunities to clarify and confirm policy and procedures in relation to children and young people protection and welfare.
- We commit to regular training with regards to understanding the principles and intent of the Safeguarding Children and Young People Policy
- We commit to listen to all concerns voiced by LSV people in regard to keeping children and young people safe from harm.
- We are committed to providing a robust reporting mechanism for all LSV people for any concerns around the safety or wellbeing of children and young people.
- We commit to provide opportunities for LSV people to receive the most appropriate support, which may include formal debriefing and counselling arising from incidents of child and young person abuse.

6. Responsibilities and Organisational Arrangements

All members of Frankston Life Saving Club have a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make. (LSV Safeguarding CYP Commitment Statement)

The club has allocated roles and responsibilities for child safety as follows.

6.1 Guide to Responsibilities of the Frankston Life Saving Club Board

The board of Frankston Life Saving Club recognise their particular responsibility to ensure the development of preventative and proactive strategies that promote a culture of openness, awareness of and shared responsibility for child safety. Responsibilities include:

- creating an environment for children and young people to be safe and to feel safe
- upholding high principles and standards for all volunteers, parents, carers and contractors
- promoting models of behaviour between adults and children and young people based on mutual respect and consideration
- ensuring thorough and rigorous practices are applied in the recruitment, screening and ongoing learning of club members
- ensuring that members have regular and appropriate learning to develop their knowledge of, openness to and ability to address child safety matters
- providing regular opportunities to clarify and confirm legislative obligations, policy and procedures in relation to child and young people's protection and wellbeing
- ensuring the club meets the specific requirements of the Victorian Child Safe Standards as set out in Ministerial Order No. 870.

- ensuring the club takes specific action to protect children from abuse in line with the three new criminal offences introduced under the Crimes Act 1958 (Vic.) and in line with the PROTECT: Identifying and responding to all forms of abuse

6.2 Guide to Responsibilities of Club Members

Responsibilities of members (contactors, volunteers, parents and carers) include:

- treating children and young people with dignity and respect, acting with propriety, providing a duty of care, and protecting children and young people in their care
- following the legislative and internal processes of the club in the course of their work, if they form a reasonable belief that a child or young person has been or is being abused or neglected
- providing a physically and psychologically safe environment where the wellbeing of children and young people is nurtured
- undertaking regular training and education in order to understand their individual responsibilities in relation to child safety and the wellbeing of children and young people
- assisting children and young people to develop positive, responsible and caring attitudes and behaviours which recognise the rights of all people to be safe and free from abuse
- following the Club's Code of Conduct.

6.3 Organisational Arrangements

At Frankston Lifesaving Club we ensure that the safety of all children is monitored and maintained through the implementation of specific processes and organisational arrangements.

7. Expectation of our Members – Child Safety Code of Conduct

At Frankston Life Saving Club, we expect club members, volunteers and contractors to proactively ensure the safety of children at all times and to take appropriate action if there are concerns about the safety of any child at the club. All board members must remain familiar with the relevant laws, the code of conduct, and policies and procedures in relation to child protection and to comply with all requirements. We have developed a Child Safety Code of Conduct, which recognises the critical role that board members play in protecting the children and young people in our care and establishes clear expectations of members, volunteers and contractors for appropriate behaviour with children in order to safeguard them against abuse and or neglect.

Our Code also protects all members through clarification of acceptable and unacceptable behaviour.

8. Child Safety and Participation

At Frankston Life Saving Club, we actively encourage all children and young people to openly express their views and feel comfortable about giving voice to the things that are important to them.

We teach children about what they can do if they feel unsafe and enable them to understand, identify, discuss and report on child safety. We listen to and act on any concerns children, or their parents or carers, raise with us.

We make child safety and wellbeing a priority by monitoring safety in the clubrooms, on the beach and ensure that child safety is an ongoing agenda item at board meetings.

9. Reporting and Responding

Our club records any child safety complaints, disclosures or breaches of the Child Safety Code of Conduct and stores the records in accordance with security and privacy requirements. Our club complies with legal obligations that relate to managing the risk of child abuse under the Children, Youth and Families Act 2005 (Vic.), the Crimes Act 1958 (Vic.) and the recommendations of the Betrayal of Trust report.

Child protection reporting obligations fall under separate pieces of legislation with differing reporting requirements.

Our club's Child Protection – Reporting Policy, sets out the actions required under the relevant legislation when there is a reasonable belief that a child at our club is in need of protection or a criminal offence has been committed, and provides guidance and procedures on how to make a report.

Our policy assists members to:

- identify the indicators of a child or young person who may be in need of protection
- understand how a 'reasonable belief' is formed

- make a report of a child or young person who may be in need of protection
- comply with mandatory reporting obligations under child protection law and their legal obligations relating to criminal child abuse and grooming under criminal law.

Our club has also established internal processes to ensure that appropriate action is taken to respond to concerns about the wellbeing and/or safety of a child or young person.

Once concerns about a child or young person's wellbeing arises the following process is used:

- Taking a record or notes of the specific concern from the child directly or about the child. When speaking with a child, members know to only obtain as much information as required to develop a reasonable belief about the child's safety.
- Once forming a reasonable belief or concern about a student then this is communicated directly to the Member Protection Officer or a member of the Board and then a course of action including reporting to DHS or the relevant organisation e.g. Victoria Police is determined and followed.
- Whilst undertaking the process of forming a reasonable belief the safety of the child or children associated with an allegation are protected. Where needed, this may include keeping the child affected at the club, ensuring they are supervised appropriately.
- All relevant information obtained or completed as a result of the child safety concerns is recorded and placed in a secure file. If needed, this is also communicated to only those relevant members who require the information in order to monitor the child's or young person's ongoing safety.

Our complaints and disclosure processes are outlined and detailed in the following policies and procedures:

- WWCC Policy
- Social Media Policy
- Member Protection
- Code of Conduct
- Duty of Care
- Lodging and Issue (complaint/ disciplinary action/ grievance)

10. Screening and Recruitment of Members

Frankston Life Saving Club will apply thorough and rigorous screening processes monitoring members involved in child-connected activities.

When recruiting and selecting contractors, volunteers or members involved in child-connected activities, we make all reasonable efforts to:

- confirm the applicant's Working with Children Check and National Police Check status and/or professional registration (as relevant)
- obtain proof of personal identity
- verify the applicant's history of work involving children where applicable

We have processes for monitoring and assessing the continuing suitability of members to work with children, including regular reviews of the status of Working with Children Checks.

11. Child Safety – Education and Training for Club Members

Frankston Life Saving Club provides members with regular and appropriate opportunities to develop their knowledge of, openness to, and ability to address child safety matters. This includes induction, ongoing training and learning to ensure that everyone understands their legal obligations and responsibilities, and the procedures for reporting suspicion of child abuse and neglect.

12.1 Life Saving Victoria Policies and Information

- GQM-PO-003 V2.0 Member Protection Complaints Handling Policy
- GQM-PR-002 V3.0 Member Protection Complaints Handling Process
- Complaint Support Request Form
- Member Protection Policy
- Codes of Conduct for Dealing with Children and Young People in position of Authority
- LSV Safeguarding CYP Commitment Statement
- LSV Safeguarding CYP Behavioural Guidelines

- LSV Safeguarding CYP Reporting Process

12.2 Club Policies and Information

- WWCC Policy
- Social Media Policy
- 2.3 Member Protection
- 2.4 Code of Conduct
- 2.5 Duty of Care
- 4.4 Lodging and Issue (complaint/ disciplinary action/ grievance)

13. Breach of Policy

Where a board member or other member of the club community is suspected of breaching any obligation, duty or responsibility within this policy, the club is to take appropriate action, including in accordance with: WWCC Policy, Social Media Policy, Member Protection, Code of Conduct or Lodging an issue (complaint/ disciplinary action/ grievance) policy.

Review of this Child Safety Policy

At Frankston Life Saving Club we are committed to continuous improvement of our child safety systems and practices. We intend this policy to be a dynamic document that will be regularly reviewed to ensure it is working in practice and updated to accommodate changes in legislation or circumstance.

ACCESS TO THE POLICY

This Policy will be available for viewing by any person on Frankston LSC's website or a copy will be made available upon request

FURTHER INFORMATION

For further information, please contact:

Frankston Life Saving Club
1/1N Long Island Drive,
Frankston Victoria 3199

PO Box 1041
Frankston Victoria 3199

Email: admin@frankstonlsc.com.au
Tel: 03 9783 9730

Attention: President



Frankston Life Saving Consent Form



FORM: Parent / Guardian Consent Form.

LAST REVIEW DATE: V1, October 2020

NEXT REVIEW DATE: October 2022

Name of child or young person:			
Name of Parent or Guardian:			
Date:		*Duration of consent:	<input type="checkbox"/> 12 months <input type="checkbox"/> 6 months Other-

We / I hereby provide consent to: _____

To engage in patrolling and water safety activities throughout the patrol season that can involve the following activities with an adult in a “one on one” environment-

- Riding in the ATV (All-terrain vehicle).
- Riding in the IRB (Inflatable Rescue Boat)
- Roving patrol on the foreshore- Foot patrol along the water’s edge (team of two)
- Traveling to and from water safety events when participating.
- Traveling to and from carnival & competition events.
- General patrolling duties and activities in the club rooms.
- Observation patrols that are a team of two. These occur at the beginning and the end of the patrol season.

Signature of parent/guardian:	
Date:	
Relationship to minor:	

Frankston Lifesaving Club commits to ensuring that activities involving CYP shall be undertaken, where possible, in line with the SLSA Member Protection Policy, LSV Safeguarding Children and Young People resources and those recommendations made under the Child Safe Standards. All over 18 members have a valid WWC and have completed the SGYP SLSA online module.

* Note duration of the consent form should be no longer than 12-months and should be reviewed on a regular basis throughout the duration.

APPENDIX F – FRANKSTON LSC COMMITTEES

A) Audit, Finance and Risk Committee (if and when enacted by the Board)

1. Role

The primary function of the FLSC Audit, Finance and Risk Committee is to....

2. Duties

- a) review and assess the system of internal controls for FLSC;
- b) monitor the financial management arrangements for FLSC;
- c) monitor the annual audit program;
- d) advise the Board of investment decisions;
- e) monitor the cash resources of FLSC to ensure its financial viability at all times;
- f) prepare budget(s) for the period(s) ahead for presentation to the Board for consideration and adoption;
- g) oversee an appropriate risk management program;
- h) recommend to the Board the appointment of internal and external auditors as necessary and monitor the annual financial audit; and

3. Membership

- a) The Committee will be appointed by the Board.
- b) The Committee will consist of up to four (4) members and shall include the President and the Treasurer.
- c) Committee members will be appointed annually by the Board.
- d) In the absence of the appointed Committee Chair from any meeting, the members present shall elect a Chair.

4. Report to: Board

5. Consult with: Directors

6. Meetings

- a) The Committee shall meet as frequently as required, but no fewer than twice annually.
- b) A majority of the members of the Committee shall constitute a quorum and the act of a majority of the members present at a meeting where a quorum is present shall be the act of the Committee.
- c) The Committee shall maintain minutes of meetings and activities of the Committee.
- d) The Chair of the Committee shall report regularly to the Board.
- e) Notice of meeting may be given orally or by letter, electronic mail, facsimile transmission or telephone not less than 48 hours before the time fixed for the meeting.
- f) The Committee may invite from time to time such persons as it may see fit to attend its meetings and to take part in discussion and consideration of the affairs of the Committee.

7. Attend Meetings of: Board as requested.

B) Honours and Awards Committee (if and when enacted by the Board)

1. Role

The primary function of the FLSC Honours and Awards Committee (“**Committee**”) is to consider and recommend to the Board all honours and awards including awards presented by FLSC and nominations of Members for awards from other organisations to be given to Members and supporters in recognition of service to FLSC. Committee members must sign the FLSC Confidentiality Agreement upon commencement in the role.

2. Duties

- a) Develop and coordinate the honours and awards program to recognise Member service and support to the FLSC and the lifesaving movement in Victoria.
- b) Develop and circulate an awards matrix listing all honours and awards available for recognition of service or support to lifesaving.
- c) Develop and circulate the application criteria for all honours and awards under the aegis of the Committee.
- d) Develop the timelines for circulation of honours and awards applications to Members, including the closing date for lodgement.

- e) Consider and evaluate all applications lodged for all honours and awards under the aegis of the Committee.
- f) Make recommendations for honours and awards to the Board for:
 - i. FLSC Awards
 - ii. LSV Awards
 - iii. SLSA Awards
 - iv. RLSSA Awards
 - v. ILS Awards
 - vi. RLSS (Commonwealth)
 - vii. Local Coast Community Awards
 - viii. Victorian Community Awards
 - ix. National Community Awards
 - x. International Community Awards
- g) To call for nominations and notices of entitlement for awards from members in April each year to ensure awards are available for presentation at the FLSC AGM.
- h) To regularly review and revise the honours and awards matrix, application criteria, and evaluation processes.
- i) Develop and maintain the content and accuracy of trophies, honours and awards listed in the Members Recognition section of the FLSC website.
- j) To identify and recommend to the Board the naming of FLSC perpetual honours and awards.
- k) To identify and report on individuals who come under the notice of the Committee for recognition.
- l) To investigate and report to the Board on matters that have been referred to the committee by the Board.

3. Membership

- a) The Committee will be appointed by the Board. The Committee will consist of up to four (4) members.
- b) Committee members will be appointed annually by the Board.
- c) In the absence of the appointed Committee Chair from any meeting, the members present shall elect a Chair.

4. Report to: Board

5. Consult with: Directors and all members

6. Meetings

- a) The Committee shall meet as frequently as required, but no fewer than twice annually.
- b) A majority of the members of the Committee shall constitute a quorum and the act of a majority of the members present at a meeting where a quorum is present shall be the act of the Committee.
- c) The Committee shall maintain minutes of meetings and activities of the Committee.
- d) The Chair of the Committee shall report regularly to the Board.
- e) Notice of meeting may be given orally or by letter, electronic mail, facsimile transmission or telephone not less than 48 hours before the time fixed for the meeting.
- f) The Committee may invite from time to time such persons as it may see fit to attend its meetings and to take part in discussion and consideration of the affairs of the Committee.

7. Attend Meetings of: Board as requested.

APPENDIX G – FRANKSTON LSC FUNCTIONAL STRUCTURE

Frankston Life Saving Club – Functional Structure January 2017

