



Port Macquarie Surf Life Saving Club Inc

Bylaws 4/08/2026

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1. General Administration

Definitions

a) By-Laws

These By-Laws are made by the Board of Management ("Board" or "BOM") effective 4 August 2026 and may be reviewed and amended as required. These By-Laws are intended to give effect to the current Constitution under rule 43a of the Surf Life Saving (NSW) constitution and should be considered as an Addendum to the Constitution. These By-Laws remain in operation until replaced or repealed.

Any conflict between these Bylaws and any Surf Life Saving Constitutions, the Surf Life Saving Constitutional rules will prevail.

b) Interpretation

- Words used in these By-Laws have the same meaning as they would have if used in the Constitution.
- Any ruling by the Board's interpretation of these By-Laws is final and conclusive for the purposes of the matter in respect of which the ruling is made.
- These By-Laws should be considered as an Addendum to the Surf Life Saving Australia (SLSA) Membership Application and Declaration, the Code of Conduct of Surf Life Saving Australia, and the Surf Life Saving New South Wales (SLSNSW) Guidelines to Club Management.
- Where these By-Laws are silent, reference should be made to the SLSNSW Guidelines to Club Management.
- For the purposes of these By-Laws, the term Clubhouse shall refer to the entire building, its rooms, sections, facilities, and environs unless otherwise so specified in any particular Regulation.

Board of Management

a) Board of Management (Board or BOM)

The Board reports via the President to the Annual General Meeting or a General Meeting of the Club.

Board Responsibilities

The Board shall be responsible for the:

- Development, management and growth of the Club.
- Development and implementation in conjunction with the appropriate Officer/s and Committees, of plans and proposals for the continued development of the Club.
- Co-ordination and monitoring of the activities of appointed Boards and Committees.
- Preparation, monitoring and control of budgets and expenditures.
- Referral to Boards or Officers, of appropriate matters requiring consideration, including Judiciary sub-committee appointment.
- Performance of all such acts and things as appear to the BOM to be necessary or desirable for the proper management of the affairs of the Club.
- Preparation and making of By-Laws.

Board Composition

The Board shall comprise:

- (a) President
- (b) Deputy President

- (c) Director of Administration
- (d) Director of Finance
- (e) Director of Lifesaving
- (f) Director of Junior Activities
- (g) Director of Education
- (h) Director of Surf Sports
- (i) Director of Member Services
- (k) Director of Sponsorship, Marketing and Communications

In the event of the absence of a director, they may send a delegate member from their sub-committee to provide information or answer questions and then take back information. This member cannot vote or be counted in the quorum.

2. Membership

All membership is granted as per the Port Macquarie SLSC Constitution.

- Request for Active Reserve Membership requires a minimum of 25 Patrol hours each year for at least 10 years of membership.
- Request for Long Service requires a minimum of 25 Patrol hours each year for at least 12 years of membership.
- Consideration may be considered for extensive service in other areas at the discretion of the Board.

Members transferring from an affiliated club of SLSCA who have had a minimum of three consecutive years active membership with such club may, at the discretion of the Board, be credited with such consecutive period of service

- All members are expected to comply with the SLSCA Member Code of Conduct Policy 6.05 at all times. This includes when patrolling, officiating, competing, training or being a spectator.
- Any breaches may result in the incident being referred to the PMSLSC Judiciary Committee.

3. Subscriptions and Dues

The annual subscription shall be determined by the Board prior to the AGM. In addition, The annual subscription for each year shall be due and payable from 1 July as per the Constitution, and at least 2 days prior to the AGM if the member wishes to vote or be elected at the AGM.

4. Board Role Descriptions

President

The President is the principal leader of the club and holds responsibility for leading its focus and direction. They are the voice of the Club and represent its members.

The President shall:

- supervise the functions and activities of the club and perform such other duties as pertain to the office,
- keep the Common Seal of the Club in their custody,
- be the official representative and spokesperson of the Club,
- have authority to call a General Meeting and a meeting of the Board,
- chair Board meetings and General meetings. In the absence of the President, the Deputy President shall be chair. If the President and the Deputy President are both absent from the meeting, the members present shall elect a Chair for that meeting,
- be an Ex-officio member of all sub-committees and may attend any or all meetings of the Club, and may at their discretion preside over such meetings,
- ensure Board members and Sub-Committee members are aware of their duties as defined and that they are carried out in accordance with the rules and by-laws,
- encourage the club in fundraising activities,
- represent the club at local, state and national levels as required, and
- be responsible for planning, including succession planning.

Deputy President

The Deputy President is to support the President in their role and substitute for the President if they are unavailable.

The Deputy President shall:

- support the President in their duties at all times,
- in the absence of the President, represent the Club and carry out their duties, and undertake special projects from time to time as required by the President or the Board.
- update honour boards as soon as practicable

Director of Administration

The Director of Administration is responsible for the ongoing documentation of all correspondence and ensuring minutes are stored in a way that they are readily accessible for future office bearers.

The Director of Administration shall:

- be responsible for the recording or arrange for the recording of the minutes of all business dealt with in all Board and Sub-Committee proceedings, General Meetings and Annual General Meetings,
- be responsible to see that all records of the Club are properly kept,
- issue Notices of Meetings when required,
- conduct the Club's correspondence and post notices as directed by the Board,
- be entitled to attend all Sub-committee meetings of the Club,
- in the absence of the Director of Finance, have authority to receive monies on behalf of the Club for which they shall account to the Director of Finance,
- prepare the Club's Annual Report for submission to the Annual General Meeting,
- post notice (however where an e-mail address is provided by a Member, the Notice of Meeting will be issued to such e-mail) of the Annual General Meeting to all members at least 21 days prior to the meeting,
- advise all positions on the Board will become vacant at the time of the AGM and call for nominations for these positions, and

- the Director of Administration may nominate an **Assistant Secretary** to assist with their duties provided such nomination is approved by the Board.

Director of Finance

The Director of Finance is responsible for the day-to-day management of the Club's financial resources. They put into place the procedures necessary to collect and record details of all financial transactions affecting the financial position and performance of the Club.

Ensure that Financial transactions are documented and the Director produces regular Financial Reports to present at meetings to monitor and report progress.

The Director of Finance shall:

- receive and be responsible for all monies and shall keep all records and/or books relevant to the financial position of the Club,
- compile a report and financial documents for each Board meeting and move a motion that all financial transactions for that month be accepted,
- close off the books at the end of May each year. These documents are then sent to the Auditor and an audited Balance Sheet and Statement of Receipts and Expenditure of the Club is to be presented at the AGM for endorsement,
- maintain an Assets Register of the property of the Club and for such purpose may request any officer to furnish them with a list of property under their control,
- supervise the purchasing and insurance activities of the Club,
- ensure that all money received by the Club is deposited into bank accounts in the Club's name in a timely manner. Withdrawals shall be made and signed by two of any four signatories authorised by the board,
- pay wages and entitlements (including any Superannuation payments) for employees promptly and efficiently in accordance with government requirements,
- ensure major or unusual expenditure shall be authorised in advance by the Board,
- chair the finance sub-committee,
- be directly responsible for the Club's overall budget strategy as approved by the Board, and
- ensure the Club is compliant with relevant Legislation and Regulations, particularly the Associations Incorporations Act NSW (2009) and the Charitable Fund Raising Act (1991) and various taxation requirements.

Director of Lifesaving

The Director of Lifesaving is responsible for leading the Club's operational lifesaving portfolio and ensuring members, equipment, systems and resources are prepared to deliver safe, effective and professional lifesaving services to the community.

Operational Officers are appointed by the Board on the recommendation of the Director of Lifesaving. The Director of Lifesaving may recommend the appointment of additional Operational Officers or working groups to support the delivery of the Club's operational objectives.

The Director of Lifesaving shall:

- lead the planning, coordination and continuous improvement of the Club's operational lifesaving services,
- provide leadership, direction and support to all Officers within the Lifesaving Portfolio,

- ensure the Club fulfils all patrol obligations and complies with Surf Life Saving Australia, Surf Life Saving NSW, Branch requirements, regulatory requirements and the Lifesaving Service Agreement,
- promote and encourage a culture of operational excellence, professionalism, teamwork, inclusion and continuous improvement,
- promote and encourage members to maintain the fitness, knowledge, skills and confidence required to safely undertake lifesaving duties,
- work collaboratively with the Director of Education to develop and implement an annual Operational Capability Development Plan that supports ongoing skills development, operational readiness, leadership development, mentoring and continuous improvement beyond formal awards and qualifications,
- recruit, mentor and support Patrol Captains and operational leaders, promoting succession planning throughout the Club,
- oversee the Club's Emergency Call Out Team (ECOT) capability by reviewing Team membership annually, identifying capability requirements, encouraging member participation and supporting the ongoing development of ECOT members through Surf Life Saving NSW programs,
- facilitate continuous improvement following incidents, emergency responses and operational exercises,
- ensure lifesaving equipment and operational resources are maintained in a safe, compliant and serviceable condition through the appropriate Officers,
- ensure appropriate post-incident support is available for members involved in operational incidents, including activation of the Surf Life Saving NSW Critical Incident and Peer Support Framework where required,
- develop and foster partnerships with Surf Life Saving Branch, SurfCom, emergency services, neighbouring Surf Life Saving Clubs, Local Council and community organisations to enhance operational capability, emergency preparedness and community safety,
- liaise with the Director of Education regarding operational training requirements, future education needs and the development of operational qualifications,
- liaise with the Director of Member Services regarding member administration, patrol records, volunteer engagement and implementation of the Club's Youth Development and Leadership Strategy within the operational environment,
- prepare reports and recommendations for the Board, and
- work collaboratively with Directors, Officers and Committees to achieve the Club's strategic objectives,

Director of Junior Activities

The Director of Junior Activities will work closely with the Board to plan and coordinate the program of junior activities for the club each season. They work closely with Age Managers, Patrol Captains and Water Safety Personnel. They assist them in carrying out their roles effectively during the Junior Activities Program's Surf Education awards and other junior activities.

The Director of Junior Activities shall:

- organise an Annual Age Manager Skills Maintenance session before the start of each season that covers the following topics:
 - Age Manager responsibilities
 - best-practice sharing
 - updates to SLSA, SLSNSW, branch, SLSC and junior development program policies, guidelines, SOPS and resources

- water safety signals,
- provide reports to the Board on activities from the previous month,
- form a Junior Activities subcommittee (JASC) with suitable members as endorsed by the Board,
- provide advice, direction and support for Age Managers,
- work with the club management team to plan the junior activities each season,
- coordinate with other areas of the club to deliver the junior activities e.g. education and training team, coaches and surf sports, water safety supervisor/personnel,
- ensure all club documentation is completed, and submit reports as required to the club management team,
- Be aware of club sponsorship policies and club constitution, and
- Promote and comply with SLSA Child Safe Policies

Director of Education

The Director of Education is responsible for leading, coordinating and promoting education and training within the Club to develop capable, confident and qualified members who support the Club's operational and strategic objectives.

The Director of Education shall:

- lead and oversee the Club's education portfolio, ensuring education and training opportunities are available to support members throughout their Surf Life Saving journey,
- develop, implement and monitor an annual Education and Training Plan that supports the Club's operational, leadership and member development requirements,
- coordinate the delivery of Surf Life Saving education programs, awards and qualifications in accordance with Surf Life Saving Australia and Surf Life Saving NSW policies and procedures. This includes, but is not limited to, lifesaving, patrol operations, emergency care, communications, powercraft, UAV, coaching, officiating, leadership and other recognised education pathways,
- recruit, coordinate, mentor and support Trainers, Assessors, Facilitators and other education personnel, while promoting succession planning and the ongoing development of the Club's education team,
- promote member participation in education opportunities and encourage members to progress through Surf Life Saving education, leadership and volunteer pathways,
- ensure education and assessment activities are conducted in accordance with current Surf Life Saving policies, procedures, standards and quality assurance requirements,
- liaise with the Director of Lifesaving to ensure education programs support the operational readiness and capability of patrol members,
- liaise with the Director of Member Services and Registrar to ensure member awards, qualifications and education records are accurately maintained within SurfGuard,
- liaise with the Branch Director of Education and other Surf Life Saving education personnel to remain informed of current education initiatives, policies, procedures and development opportunities and implement these within the Club where appropriate,
- monitor changes to Surf Life Saving education policies, awards, qualifications, learning systems and training requirements, ensuring the Club's education programs remain current and compliant,
- maintain oversight of training equipment, education resources and facilities used for education and training purposes,

- prepare reports and recommendations relating to education and training for the Board,
- represent the Club on Branch, State or other education committees, forums or working groups as required, and
- work collaboratively with Directors, Officers and Committees to support the Club's strategic objectives and foster a culture of learning, continuous improvement, leadership and member development,

Director of Surf Sports

The Director of Surf Sports is responsible to ensure that all proficient club members are informed of competition requirements each season and encouraged to compete if they wish.

The Director of Surf Sports shall:

- support the Head Coach to improve the skills and fitness of all competing members,
- encourage active members to participate in competition as a way of maintaining and/or improving their patrol skills,
- provide active members with information about competitions including entry details,
- ensure all competitors are aware of the requirements for competition – including SLSNSW Policy 5.04,
- coordinate selection of senior, open and masters competition teams, submit and record all entries for carnivals,
- submit competition entries for all SLS events within the MNC Branch being entered by Club members,
- attend key carnivals to support competitors,
- record results of all such competitions and pass any competition results of news value to the Director of Sponsorship, Marketing and Communications as soon as possible post-event,
- organise club championships and special club events related to surf sports,
- submit a monthly report to the Board,
- be responsible for sharing notes and information from Branch Surf Sports meetings,
- coopt assistance from other members to assist with the transport of gear,
- coopt assistance from other members chase up officials to cover the number of competitors, and
- other tasks as needed.

Director of Sponsorship, Marketing and Communications

The Director of Sponsorship, Marketing and Communications is the main promoter of our organisation to the general public. They are also a key driver of communication throughout the club.

The Director of Sponsorship, Marketing and Communications shall:

- with the support of the Event Coordinator and other members, organise the annual Presentation/Awards Night, finding guest speakers if required, organising caterers and live music if required.
- provide to the media information approved by the Board as appropriate to promote the Club, its news, events and activities,
- coordinate the regular (at least monthly) production and distribution of an internal 'newsletter' via the website and email,

- manage and routinely update the official Club website. This includes uploading news, governance notices, governance documents, and maintenance info,
- manage the sponsorship team to ensure the best outcomes for the club,
- maintain and protect the Club's public image in accordance with Surf Life Saving New South Wales (SLSNSW) and Surf Life Saving Australia (SLSA) policy guidelines,
- oversee all official social media channels to ensure accurate, positive, and timely communication with members and the wider community,
- identify, negotiate, and service local corporate sponsors to ensure all contract deliverables are met and prevent conflicts with regional or state-level SLSA marketing agreements,
- act as the primary media contact for local news and write press releases regarding club achievements, call-outs, and events,
- coordinate public fundraising campaigns (e.g., weekly raffles, social events) and community engagement events to generate operational revenue,
- present a monthly marketing and financial sponsorship report to the Management Committee, and
- prepare the marketing section of the Club's Annual Report.

Director of Member Services

The Director of Member Services should show a high level of enthusiasm when representing the club to members, other organisations and the public. They have a good working knowledge of SLSA, SLSNSW Policies, the Constitution and are supportive of all members of the Board.

The Director of Member Services shall:

- ensure member engagement, recruitment and retention within the club,
- work to address member satisfaction,
- be the first point of contact for new members and focus on member support initiatives to assist them to have positive experience within the club,
- work closely with other position holders to support complaint pathways, child safety, youth initiatives, and
- create a positive and inclusive environment for all club members.

5. Supporting Role Position Descriptions:

Regulatory and Legislation Officer

The Regulatory and Legislation Officer is a member with legal knowledge who is able to guide the Board in legal matters.

The Regulatory and Legal Officer shall:

- provide assistance to the Board and/or any Sub-committee on matters of law relevant to the Club or its circumstances,
- chair the judiciary sub-committee,
- provide assistance with leases of the club's premises, and
- provide assistance as required.

Gear and Maintenance – Patrol Equipment Officer

The Patrol Equipment Officer is responsible for ensuring patrol equipment and operational resources are maintained in a clean, safe and operationally ready condition.

The Patrol Equipment Officer shall:

- maintain patrol rescue equipment excluding equipment assigned to specialist operational portfolios,
- coordinate the issue, replacement and maintenance of rescue tubes, patrol rescue boards, flags, beach signage, shelters, binoculars, public address equipment and other patrol resources.
- conduct routine inspections of patrol equipment and maintain an equipment replacement schedule,
- ensure equipment is registered on Surfguard and all patrol gear is inspected and updated on Surfguard prior to season start each year,
- maintain patrol storage areas in a clean, organised and serviceable condition,
- monitor patrol consumables and recommend replacement or purchase of equipment which is endorsed by SLSA/SLSNSW,
- establish and maintain a system for members to report damaged or defective equipment, and
- support Patrol Captains with operational equipment requirements.

Gear and Maintenance – Radio Manager

The Radio Manager is responsible for maintaining the Club's operational communications capability.

The Radio Manager shall:

- maintain radios and communication equipment in a serviceable condition,
- liaise with Branch (Mid North Coast) regarding operational communications,
- maintain communication equipment records and coordinate repairs, and
- Coordinate servicing of radios as required by SLSNSW

Gear and Maintenance – Board and Ski Captain

The Competition Equipment Officer is responsible for ensuring all club owned equipment is suitable for use at carnivals by members.

The Competition Equipment Officer shall:

- organise a register of club owned equipment (registered on Surfguard),
- ensure all equipment is in good condition and report any defects promptly,
- organise repairs to equipment as required,
- ensure equipment is scrutineered as necessary,
- coordinate the correct assembly of gear and equipment for competition,
- responsible for the security and return of all gear and equipment,
- report any loss or damage of gear and equipment during the competition, and
- at the conclusion of the competition ensure all gear and equipment is accounted for, cleaned and properly stored

Building Maintenance Officer

The Building Maintenance Officer is responsible for ensuring the club house is of good repair, clean and safe for members to use.

The Building Maintenance Officer shall:

- ensure the building is regularly cleaned,
- organise prompt repairs of any reported damage or faults (significant cost items to be authorised by the Board), and
- report issues with egress, fire safety needs or structural matters to Port Macquarie Hastings Council promptly and request repairs and advise the Board of such matters.

Event Coordinator

The Event Coordinator will report to the Director of Sponsorship, Marketing and Communications and support them as needed.

The Event Coordinator shall:

- assist to organise the annual Presentation/Awards night, and
- Assist with other functions as required.

Grants Officer

The Grants Officer will report to the Director of Finance and support them as needed.

The Grants Officer shall;

- have knowledge of gear and equipment the club requires,
- search for grants that may assist the club,
- write grant applications as required and advise the Board of Grants requested,
- liaise with other club members who have grant writing experience as required.

Registrar

The Registrar reports to the Director of Membership and is responsible for keeping SurfGuard (our national SLAS data base) up to date, processing membership and liaising with members.

The Registrar shall:

- support the Director of Member Services in all aspects of membership management, in particular with the accurate data entry and management of the SurfGuard software system,
- produce reports for the Board.

Vice Club Captain

The Vice Club Captain supports the Director of Lifesaving and is responsible for the day-to-day administration and coordination of patrol operations.

The Vice Club Captain shall:

- assist the Director of Lifesaving in the discharge of their duties,
- act on behalf of the Director of Lifesaving during their absence,
- coordinate the Club's patrol roster and administer the Flexi Patrol system,

- monitor patrol strength and coordinate patrol allocations to ensure patrol obligations are met,
- respond to patrol staffing issues,
- maintain patrol information within SurfGuard and associated patrol management systems,
- assist with operational exercises, scenario training and skills maintenance activities,
- prepare reports relating to patrol operations.

Patrol Captains

Patrol Captains are responsible for the safe, effective and professional operation of their allocated patrol.

Patrol Captains shall:

- lead and supervise patrol members during rostered patrols,
- conduct patrol briefings and debriefings,
- assess beach conditions, identify hazards and implement appropriate risk management strategies throughout the patrol,
- allocate patrol duties and supervise patrol activities,
- be aware of current SLSA/SLSNSW lifesaving policies and ensure patrol members comply with Surf Life Saving policies, patrol procedures, Club By-Laws and Workplace Health and Safety requirements,
- ensure patrol members use gear and equipment in accordance with SLSA/SLSNSW policies and procedures,
- ensure patrol members wear the required patrol uniform and present a professional image,
- promote a welcoming, inclusive and supportive patrol environment,
- mentor new and developing patrol members,
- coordinate responses to incidents occurring during patrol until relieved by senior personnel where appropriate,
- promote public safety through preventative actions, education and engagement with beach users,
- ensure patrol documentation, logs and incident reports are completed accurately and promptly,
- report operational issues, hazards and equipment defects, and
- promote participation in training, operational development and Club activities.

IRB Captain

The IRB Captain is responsible for leading and developing the Club's Inflatable Rescue Boat (IRB) capability, ensuring suitably trained personnel, safe operating practices and the effective integration of IRB operations into patrols, emergency response and surf lifesaving activities.

The IRB Captain shall:

- lead, mentor and support the Club's IRB Drivers and Crewpersons, fostering a positive team culture that encourages participation, leadership and continual skill development,

- work collaboratively with the Director of Lifesaving and Director of Education to identify operational capability requirements, promote IRB awards and qualifications and support the recruitment, training, mentoring and ongoing development of IRB Drivers and Crewpersons,
- monitor participation, qualifications and succession planning to ensure the Club maintains a capable, sustainable and operationally ready IRB team,
- coordinate the operational readiness of the Club's IRB capability to support patrols, emergency response and other authorised operational activities,
- ensure IRB Drivers and Crew use gear and equipment in accordance with SLSA/SLSNSW policies and procedures,
- ensure IRBs, motors, trailers and associated equipment are maintained in a safe, compliant and serviceable condition in conjunction with the Gear and Maintenance Officer,
- promote safe operating practices, effective risk management and continual improvement in IRB operations, and
- maintain operational records and provide advice and recommendations to the Director of Lifesaving regarding future capability, equipment replacement and operational improvements.

Boat Captain

The Boat Captain is responsible for leading and developing the club's boat rowing teams, and ensuring members follow all SLSNSW guidelines on the use of the equipment.

The Boat Captain shall:

- promote surf boat rowing in the club,
- ensure all equipment (boat, oars, helmets etc) are in good condition prior to use,
- organise any repairs required once they are authorised by the Board,
- support the boat sweep and coach to ensure all rowers are properly trained in rowing,
- provide a report to the Board on competition results at carnivals,
- encourage members of the teams to increase their fitness, and
- ensure all members are aware how to mitigate risks involved in the sport

First Aid Officer

The First Aid officer reports to the Director of Lifesaving and ensures that the first aid room is tidy and well stocked at all times.

The First Aid Officer shall:

- maintain, inspect and replenish first aid kits, oxygen equipment, Automated External Defibrillator (AEDs/Defibs) and medical consumables,
- maintain oxygen therapy equipment and clinical response equipment in accordance with Surf Life Saving requirements.
- monitor stock levels and coordinate replacement of first aid supplies,
- promote best practice in first aid and patient care,
- support the Director of Education and Director of Lifesaving in promoting First Aid and Advanced Resuscitation awards,
- assist Patrol Captains and the Director of Lifesaving in maintaining operational first aid capability, and

- review first aid incidents and recommend improvements to equipment, procedures and preparedness.

Youth Development Coordinator

The Youth Development Coordinator reports to the Director of Member Services and ensures youth retention as members move through their awards.

The Youth Development Coordinator shall:

- Develop and implement the Club's Youth Engagement and Leadership Strategy in conjunction with the Director of Member Services.
- Support members transitioning from Nippers into active membership and encourage their ongoing participation through patrols, education, surf sports, volunteering and leadership.
- Foster a welcoming, inclusive and supportive environment where young members feel connected, valued and encouraged to participate.
- Promote opportunities for youth members to upskill across patrols, education, surf sports, officiating, coaching, community programs, governance and volunteering.
- Coordinate participation in Branch, State and National youth leadership and development opportunities.
- Work collaboratively with the Director of Lifesaving, Director of Education, Director of Surf Sports and Junior Activities Chairperson to strengthen youth pathways across the Club.
- Support the recognition and celebration of youth achievements and volunteer contributions.
- Report regularly to the Director of Member Services on youth engagement, participation and leadership outcomes.

WHS Officer

All members of PMSLSC have a shared duty to look out for hazards, mitigate, if possible, provide warning signs and report them immediately. The WHS Officer reports to the Director of Administration.

The WHS Officer shall:

- ensure the club complies with WHS legislation,
- update the Board with new WHS legislative and regulatory requirements,
- provide reports and advice to the Board regarding WHS related matters, and
- report any repair needs to the Building Maintenance Officer.

Gym Manager

The Gym Manager reports to the Director of Member Services and ensures only current financial patrolling members are using the gym in accordance with the Club Policy.

The Gym Manager shall;

- ensure the gym equipment is in good working order,
- be responsible for putting in place such measures as are necessary to ensure the health and safety of members using the gym,

- put in place necessary signage and/or other measures to ensure those using the gym are aware of any rules associated with that use,
- conduct an induction program for all new gym members to outline appropriate use of the equipment to develop strength and fitness for patrol and/or competition, and
- with permission of the Board, acquire and maintain gym equipment for the use of members to develop and maintain patrolling fitness.

Child Safe Coordinator

Port Macquarie Surf Life Saving Club Inc is committed to the safety and wellbeing of every child and young person who takes part in our activities, programs, events or services. The Childsafe Coordinator reports to the Director of Member Services.

The Child Safe Coordinator shall;

- notify the Board of any changes to child protection requirements,
- ensure child safe reminder signage is visible in the changerooms,
- assist the Registrar to chase up members who are required to have completed the 'Working With Children Checks'.
- check in with the Director of Junior Activities to see if they have encountered any issues of a child safety nature.

Member Protection Information Officers (MPIO)

Member Protection Information Officers are the first point of call for any member who has a grievance or complaint. They provide information to the complainant on the pathways to resolve these issues. The MPIO reports to the Director of Member Services.

The MPIO shall;

- provide information and guidance on complaints procedures,
- be the first point of call in the Club for any enquiries, concerns or complaints about harassment, abuse or other inappropriate behaviour,
- provide information about possible ways to resolve the issue and offer moral support to the person who raises the concern or the person who is the subject of the alleged behaviour, and
- treat all information as strictly confidential.

Complaints Manager

The Complaints Manager is the last point of call when a complaint of grievance has not been resolved by other means. The Complaints Manager reports to the Director of Administration.

The Complaints Manager shall:

- deal with formal complaints, after the MPIO has been contacted in the first instance,
- work through the complaint and carry out the appropriate actions according to the SLISA complaints policy,
- seek advice from the Regulatory and Legal Officer, the Branch Complaints Manager or the Director of Administration as needed,
- document all findings, and

- treat all information as confidential.

Beach Superintendents - Junior

The Beach and Deputy Beach Superintendents are responsible for ensuring the beach is safe for nipper groups to train.

The Beach Superintendent shall:

- have control of beach activities and conduct on the beach and other Beach Officials shall follow his directions and instruction with the consent of the Patrol Captain (during Patrol Hours),
- have the discretion to determine if the water is safe for each age group to compete in water events but before doing so must consult the Water Safety Co Ordinator,
- in the absence of the Beach Superintendent the duties shall be undertaken by the Deputy Superintendent or their suitably qualified nominee, and
- communicate with the Director of Junior Activities or their delegate about decisions made,

The Deputy Beach Superintendent shall:

- support the Beach Superintendent, and
- in the absence of the Beach Superintendent, carry out the Beach Superintendent duties.

Age Group Manager Coordinator- Juniors

Age Group Manager Coordinator is responsible for ensuring all Age Managers have the information and tools to safely support their day's activities.

The Age Group Manager shall:

- disseminate information to Age-Group Managers about Junior Activities sub-committee (JASC) activities relating to Age-Group Managers and shall bring issues raised by Age-Group Managers to the JASC for discussion and decision,
- be responsible for briefing Age-Group Managers at training days and carnivals, or in their absence, organise a replacement person to undertake this task,
- implement policies to ensure that all age-groups at training days and carnivals have an Age-Group Manager responsible for the age-group, and
- work with the JASC and Head Coach to develop and implement the JASC's training strategy.

Competition Manager - Juniors

Competition Manager is the organiser of team entries and the final decision maker on representatives.

The Competition Manager (Junior) shall:

- support and work with the Club's Director of Surf Sports as required;

- be responsible for disseminating information about junior competitions, including entry details,
- coordinate the selection of junior teams, submit and record all entries for junior carnivals,
- submit competitions entries for all Surf Life Saving events being entered by junior members,
- attend junior carnivals, or organise a delegate, to assist in the Club participating in the junior competition, and
- record results and pass any junior competitions results to the Publicity Officer as soon as possible post-event.

The Water Safety Coordinator – Junior

The Water Safety Coordinator-Junior assesses the water conditions and ensure adequate ratio of water safety personnel as per SLSA policy.

The Water Safety Coordinator shall:

- assess conditions in the water with the Beach Supervisors,
- ensure that the skills of the groups are taken into account when deciding whether a group should undertake water activities, and
- ensure that water safety is provided in accordance with Surf Life Saving Regulations.

Age Managers - Junior

Age Managers conduct their age group activities on training days.

The Age Managers shall:

- manage and be responsible for their respective age-groups,
- ensure that only children who are financial, participate and only allow those children who have completed their Proficiency to participate in water events, and
- organise a replacement Age Manager if they will be absent on any particular day and to inform the Age Group Manager Representative/Coordinator who the replacement is, or that no replacement could be organised.

Gear Steward – Junior (JASC)

The Gear Steward JASC is responsible for ensuring that all gear is in good condition and identifying repairs needed.

The Gear Steward (Junior) shall:

- support and work with the Club's Gear and Maintenance Officers as required,
- be responsible for the maintenance, upkeep and distribution of the gear and equipment in the possession of the JASC,
- work closely with the JASC to develop a priority listing for purchase, sale and repair of equipment,
- coordinate the availability of competition equipment for carnivals, and

- provide a list of assets in the possession of the JASC to the Club Gear and Maintenance Officer at the time of the Annual Register update as well as updating the register throughout the year as required.

The Unmanned Aerial Vehicle (UAV) Captain

The UAV Captain is responsible for leading and developing the Club's Unmanned Aerial Vehicle (UAV) capability, ensuring suitably trained personnel, safe operating practices and the effective integration of UAV operations into patrols, emergency response and community safety activities. The UAV Captain reports to the Director of Lifesaving.

The UAV Captain shall:

- lead, mentor and support the Club's UAV Operators, fostering a positive team culture that encourages participation, leadership and continual skill development,
- work collaboratively with the Director of Lifesaving and Director of Education to identify operational capability requirements, promote UAV awards and qualifications and support the recruitment, training, mentoring and ongoing development of UAV Operators,
- monitor participation, qualifications and succession planning to ensure the Club maintains a capable, sustainable and operationally ready UAV team,
- Coordinate the operational readiness of the Club's UAV capability and ensure compliance with Surf Life Saving Australia, Surf Life Saving NSW and CASA requirements,
- ensure UAV equipment is maintained in a safe, compliant and serviceable condition,
- promote the effective use of UAV technology to enhance preventative actions, situational awareness, search and rescue capability and emergency response, and
- maintain operational records and provide advice and recommendations to the Director of Lifesaving regarding future capability, equipment replacement and operational improvements.

Hall Hire Coordinator

The Hall Hire Coordinator reports to the Director of Finance and has responsibility for all bookings of the hall, including training and events.

The Hall Hire Co-ordinator shall;

- take enquiries for bookings for events and functions in our hall,
- meet potential hirers and provide a tour,
- give them keys to allow access on the day of booking (or an agreed time),
- undertake a hall/facility inspection prior to and after the event to ensure that the hall is left in a clean and safe condition without any damage,
- ensure bookings are recorded, deposits taken and other fees are paid in a timely manner, and
- notify the bar manager of upcoming events.

Bar Manager

The Bar Manager has responsibility to keep the bar stocked with drinks the members enjoy, and ensuring all WHS and Food Safety Act guidelines are followed.

The Bar Manager shall;

- stock the bar,
- 'man' the bar as scheduled,
- ensure that only 'Responsible Service of Alcohol' (RSA) trained staff are rostered to work behind the bar on each shift,
- ensure the bar and kitchen areas are left hygienically clean and tidy after each shift, and
- give a list of takings and expenses to the Director of Finance.

****Note that the Bar Manager and Bar staff roles are currently paid positions with their own Role Descriptions and KPIs.***

6. Sub Committees

The Board shall ensure the following Standing Sub-committees operate as per these by-laws.

- Awards
 - Building
 - Finance
 - Board of Management
 - Judiciary
 - Junior Activities
 - Life Membership and Honours Committee
-
- the Board shall form other Sub-committees from time to time as is necessary to properly manage and achieve the objects of the Club,
 - all Sub-committees can make recommendations to the Board relevant to their area of concern unless otherwise specified in these by-laws,
 - the sub-committees have no decision-making powers or financial budget approval.

Each sub-committee;

- will be chaired by a Board member and will take their recommendations to the Board for consideration and approval,
- the Chair of each Sub-committee must make every effort to include all Sub-committee members in the feedback process,
- apart from these requirements, the Chair of each sub-committee has the discretion to communicate with other sub-committee members by any 'mainstream' means, including phone and/or email.
- the Board is to keep a record of recommendations presented by Sub-committees, as well as a record of whether these recommendations were adopted. This will be in the Board meeting minutes.

Awards Sub-committee

The **Awards** Sub-committee shall:

- be chaired by the Director of Membership and consist of others financial members deemed necessary by the Board,

- decide on awards and presentations to be made to members at the Club Presentation/Awards event,
- complete Nomination Forms for the Branch and SLSNSW Awards of Excellence nominees.

Building Sub-committee

The Building Sub-committee shall:

- be chaired by the President,
- consist of other financial members as deemed necessary by the Board,
- focus on immediate compliance issues necessary for action,
- concentrate on securing the building and the assets within,
- develop and manage a Master Plan for the future development of the club facilities, including a staged approach to improving the facility over the medium-term, taking into account the advice of the Finance Sub-committee.

Finance Sub-committee

The finance sub-committee shall:

- be chaired by the Director of Finance,
- consist of other financial members as determined by the Board,
- shall develop and implement a Club budget, including a fundraising strategy,
- utilise budgeting that takes into consideration the different functions within the Club and the needs of various Sub-committees and activities of the Club,
- shall make recommendations to the Board regarding investment and other financial strategies to enhance the viability and operating capacity of the Club.

Judiciary Sub-committee

The Judiciary Sub-committee shall:

- be chaired by the Regulatory and Legislative Officer,
- consist of three other Board members (other than the President), chosen by the Board, and two non-committee members (of long standing service to the law, surf life saving, and/or the Club) elected at the Annual General Meeting,
- meet as required when a disciplinary matter is referred to it by the Board, and
- will act in accordance with the Constitution, SLSA and SLSNSW Policies and Procedures.

Junior Activities Sub-committee

The Junior Activities Sub-committee shall:

- be known as the JASC,
- be chaired by the Director of Junior Activities as elected at the Club AGM,
- manage the activities of junior members of the club,
- follow the SLSA education program,
- provide a written report to the Board each month on that month's activities.

Life Membership and Honours Sub-committee

The Life Membership and Honours sub-committee shall:

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- be chaired by the President,
- consist of any four (4) Life Members willing and able to participate, as well as the Deputy President and Director of Lifesaving,
- nominees for Life Membership should be taken to the Board for their approval,
- meet at least once each year prior to the AGM to consider and record outstanding service to the Club,
- operate under the rules of the Constitution

7. Club Colours and uniforms

The Club colours:

- shall be black, gold and white,
- the club cap shall be white with a central black stripe bordered with a gold strip on either side.
- club uniforms will be sold by the online shop and be available for pick up at the club
- members shall not organise their own uniforms or use the club colours or logo without Board permission.

8. Auditor

At the AGM, a suitably qualified accountant shall be appointed as auditor.

The Auditor at least one month prior to the next AGM will examine the accounts and shall certify that the Annual Statement of Accounts and the Balance Sheet are a true and correct reflection of the Club's financial activities and financial position. All information required will be provided by the Director of Finance, the Board, the Sub-committees, and the Club.

9. Care and use of the clubhouse and club property

- the clubhouse shall be available to Active, Award and Associate members, as well as to the Board and Sub-committees for such purposes as may be determined by the Board,
- keys of the clubhouse shall be issued to members by the Director of Member Services on behalf of the Board,
- members resigning or retiring from the club shall return such keys immediately,
- no Club property shall be removed from the clubhouse without the express approval of the Board,
- club members shall carry out any necessary actions required for the cleanliness and maintenance of Club property and surroundings,
- the Club endorses Responsible Service of Alcohol provisions at all times and will adhere to all relevant licensing laws in relation to this,
- no unseemly conduct likely to interfere with the comfort of other members shall be permitted and members shall assist in preventing such conduct,
- respect for the welfare of other members is expected at all times in and around the club,
- members are to use the changerooms respectfully and adhere to the rules of no nudity as per Child Safe guidelines.

10. Patrols

Patrol hours are defined by our Lifesaving Agreement with SLSNSW. This Agreement is signed once every 1 to 3 years (depending on circumstances) prior to patrols commencing in late September.

- the beach shall be patrolled by Active members at such times and dates as agreed by the signed Lifesaving Agreement,
- Patrol Captains shall be appointed by the Director of Lifesaving and shall be under their direct control. Patrol members will report directly to their Patrol Captain,
- the Club has adopted a flexible patrol roster system so that members can have input into their rostered shifts online,
- patrol members must ensure they are on time and appropriately dressed in uniform for patrol,
- patrol members unable to attend their allotted patrol must arrange a substitute in advance,
- and if not able to achieve this, then they must inform their Patrol Captain in advance of their absence,
- members of patrols shall perform any duty allotted by the Patrol Captain either in the actual work of lifesaving or any other task deemed necessary to the efficient patrolling of the beach,
- members of patrols who are candidates for any award or qualification of the SLISA may be granted leave to attend training sessions by their Patrol Captain,
- leave from rostered patrol may be granted in certain circumstances by the Director of Lifesaving and/or Club Vice-Captain,
- exemption from Patrol for an extended period is at the discretion of the Board with recommendation from the Director of Lifesaving. Application for this should be in writing to the Director of Lifesaving. Exemption from patrols by a Board member may be approved by the Board in consultation with the Director of Lifesaving,
- Patrol Captains must follow SLISA and SLSNSW Policies and Procedures and adopt best practice in fulfilling their duties and must encourage each patrol member to do likewise,
- the upmost discretion must be used in all dealings with the public by both Patrol Captains and all patrol members,
- abuse of any person will not be tolerated and will be immediately referred to the Board for review.

11. Club Equipment

Members must take every care to maintain the good condition of Club equipment.

If an item of equipment is damaged while being used by a member, they must as soon as possible label the equipment as unusable and notify the:

- Patrol Captain (if during patrol),
- Gear & Maintenance Officer and/or Director of Surf Sports (if during training or competition), and
- Director of Lifesaving.
- members authorised to use the IRB may call upon any other member(s) to assist in the launching and housing of the craft as needed,
- members using craft (boat, board, ski or other) for competition or competition training purposes are responsible for getting the craft to and from the water, and for the condition of the craft while in their use,
- only an authorised surf boat crew of five (5) is allowed in the surf boat at any one time, unless exceptional circumstances warrant otherwise,

- all members using craft or equipment for competition or competition training will be made aware of adhere to the '**rules of use of competition equipment**' that may be issued and amended by the Gear & Maintenance Officer and Director of Surf Sports from time to time,
- craft and equipment may only be used for competition or competition training by competent members.

12. Club Championships

- all Club championships and Club carnivals will be conducted in accordance with the SLSA and SLS NSW current competition requirements.
- at the first meeting following an AGM, the Board under the guidance of the Director of Surf Sports will determine the type and grade of events to be conducted in the Club Championships and confirm the dates for each.
- championship points will be allotted for each event as follows:
 - 1st (6 points),
 - 2nd (5 points),
 - 3rd (4 points),
 - 4th (3 points),
 - 5th (2 points),
 - 6th (1 points),
 Each championship will be conducted over three (3) rounds.
- only financial, Proficient Bronze Medallion, and Surf Rescue Certificate holders can compete in the Open and Masters Club Championship events,
- Nipper Championships will be conducted as above for those members who are Nipper Proficient and have attended a minimum of 75% of Nipper training days. Any special considerations for absences may be considered on a case-by-case basis.

13. Club Swim

- participants in the Sunday Club Swim must be financial and SLSA Proficient in Bronze Medallion or hold a Surf Rescue Certificate (SRC),
- the swim is handicapped to encourage participation,
- the last Sunday swim prior Christmas is the 'Pudding Swim' where members race to win a Christmas pudding
- other events will be added throughout the year

14. Carnivals and Competitions

- the Board will decide the carnivals that will be covered by the competition levy each year.
- members are able to compete in other carnivals that do not clash with locally run carnivals. This will be at their own cost.
- Director of Competition will relay carnival information to members, and advise the Director of Sponsorship, Marketing and Communication so these can also be advertised in the Newsletter.

15. Member property on Club premises

- the Club does not take responsibility for the care of and loss of or damage to members' property on the club premises.
- members' belongings are left at the club at the member's own risk, whether the members are present or absent from the clubhouse.

16. Honour, Championship and Officer Boards

- honour Boards shall be provided in the clubhouse and shall include the following; Honorary Life Members, SLSNSW gold medallists and SLSA Championship (any medal), and Office Bearers.
- all boards will be correctly inscribed as soon as practicable, this is organised by the Deputy President

17. Child and Member Protection

- the club is a safe space for all of its members and endorses and adheres to SLSA and SLNSW Member Protection policy including Child Protection guidelines.
- the club has a endorsed the changeroom areas are to always be nudity free.

18. Gym rules

- all members using the gym will be aware of and adhere to the '**rules of use of the gym**' that may be amended by the Board from time to time.
- gym members must complete an induction of the gym and its equipment prior to their first use.
- gym equipment is to remain inside the gym at all times. If a member is found to remove equipment from the gym without Board approval it may affect their gym membership.
- any damage to gym equipment is to be immediately notified to the Gym Manager and labelled as damaged equipment.
- gym membership is to be paid by 31 October each season.
- gym membership is a privilege only available to Active Patrolling members over the age of 16 years who complete 16 hours of patrols each calendar year, New Branze medallion members are able to usse their training hours as part of this requirement.
- Life Members can use the gym with no fees and no patrol requirement.
- Associate members and those under 16 years of age are not covered by insurance and are therefore unable to use the gym

19. First aid room

- the first aid room is to be left in a clean and tidy condition at all times.
- Patrol Captains are to check through the first aid checklist each patrol and restock kits as needed.
- Patrol Captains are to ensure that their patrol members clean and tidy the First Aid Room at the completion of each day's patrolling.
- notify the First Aid Officer of any equipment needs.

20. Club Debit Card

The club has three Debit Cards that are only for purchases of club consumables. Those using the Cards will need to provide Receipts to the Director of Finance.

21 Reimbursement of Expenses

If a member has bought club items they will need to:

- complete a Reimbursement Form (found on the website),
- send the Receipt and Reimbursement Form to the Director of Finance – treasurer@pmslsc.com.au.

22. Call Out Teams and Emergency Response

The Club has a requirement to be 'Rescue Ready' 24/7. This requirement is part of our Lifesaving Agreement and involves:

- IRB set up on the trailer ready to be towed,
- Director of Lifesaving listing suitable members for out of hours rescues on Surfguard and updating it annually. Members who are proficient in First Aid **or** can open the hall in an emergency are also required.

23. Annual Club Compliance Review

Annually in August each year, SLSNSW commences a Compliance Audit of the Club. The Compliance Audit will include but is not limited to the following aspects with due dates set in a circular in July each year:

- Insurance Renewal Declarations lodged with the SLSNSW Insurance Broker,
- Gear & Equipment inspection completed, and equipment requirements met,
- Annual Report & Financial Report lodged and deemed compliant with ACNC and Associations Act requirements,
- Annual Report lodged with MNC Branch,
- Organisational Details, Office Bearers and Call Out Team details updated and lodged in Surfguard,
- Lodgement of the Annual Club/Branch affiliation form after the AGM,
- Other requirements as determined from time to time and advised as part of the annual compliancy advice to Clubs/Branches by SLSNSW.