

Bronte Surf Life Saving Club - Club Regulations

Bronte Surf Life Saving Club Incorporated (Registration No. Y0614148)

[To be confirmed on adoption]

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Background

A. These Regulations are made under rule 25 of the Bronte SLSC Constitution. They contain directions and requirements of the Club which are binding on the Club and its Members, but are not of a nature which justifies inclusion in the Constitution. These Regulations are to be interpreted in accordance with and are subject to the Constitution.

B. These Regulations are made for the dominant purpose of ensuring a safe and fair system within which surf lifesaving at the Club may be regulated and conducted. They are not made for any anti-competitive purpose and in particular not for the purpose of deterring or preventing a person from participating or competing in any competition or activity conducted or organised by the Club.

C. Defined terms used in these Regulations have the same meaning as they would have if used in the Constitution.

D. Any ruling by the Board on the interpretation of these Regulations is final and conclusive for the purposes of the matter in respect of which the ruling is made.

E. These Regulations must be read consistently with the Constitution. Where any provision of these Regulations is inconsistent with the Constitution, the Constitution prevails.

1. MEMBERSHIP

1.1 Membership Sub-categories

The Members of the Club are organised into five general categories and fourteen sub-categories in accordance with rules 8.2 and 8.3 of the Constitution. The sub-categories, and the applicable eligibility and obligations for each, are as follows.

1.1.1 Junior Members comprise:

- **Junior Activity Members**, who shall be a minimum age of five (5) years and up to a maximum age of thirteen (13) years. Junior Activity Members participate in the Surf Life Saving Australia Junior Development Program and are expected to work towards achieving the relevant Surf Education Certificate for their age group each season. Completion of the relevant Surf Education Certificate recognises achievement of the prescribed surf education outcomes but is not a requirement for continued Junior Activity membership. Junior Activity Members are not eligible to vote at General Meetings.
- **Cadet Members**, who shall be of the age qualification as defined in SLSA's Manuals (under 15 years of age) and who must hold the Surf Rescue Certificate or have passed the annual proficiency test. Cadet Members are not eligible to vote at General Meetings.

1.1.2 Active Members comprise:

- **Active Patrol Members**, who must hold a Bronze Medallion, fulfil patrol and Club obligations per SLSA and Club Regulations, and qualify in an annual proficiency test unless the Bronze Medallion was obtained in that season. Active Patrol Members aged 18 and over are eligible to vote at General Meetings.

- **Reserve Active Members**, who may be granted Reserve Active membership in accordance with Regulation 1.2. Reserve Active Members are eligible to vote at General Meetings.
- **Award Members**, who qualify for Award Membership in accordance with Regulation 1.3, which requires both holding a qualifying SLSA award and fulfilling the patrol and/or Club obligations required for that award. Award Members are eligible to vote at General Meetings.

1.1.3 Community Members may be granted to persons not directly participating in lifesaving activities (for example, social or volunteer activities). Community Members have no voting rights and no access to SLSA insurance or Workers Compensation Act 1987 (NSW) coverage.

1.1.4 Associate Members comprise:

- **Associate Members**, who may be granted to persons who may or may not hold an SLSA award. Associate Members are not eligible to vote at General Meetings.
- **Probationary Members**, who are any person between applying for membership and gaining an award and/or formal category membership. Probationary Members are not eligible to vote at General Meetings or stand for election as a Director.
- **General Members**, who may be granted to persons who may or may not hold an SLSA award. General Members are not eligible to vote at General Meetings.
- **Leave Restricted Members**, who may be granted to Members requesting absence from Club duties for a defined period (for example, deployment, work, pregnancy or travel). A Member may apply in writing to the General Manager for Leave Restricted status, which is granted at the discretion of the Board. Leave Restricted Members are not eligible to vote at General Meetings.

1.1.5 Honorary and Service Members comprise:

- **Long Service Members**, in accordance with Regulation 1.5. Long Service Members are eligible to vote at General Meetings.
- **Past Active Members**, in accordance with Regulation 1.6. Past Active Members are not eligible to vote at General Meetings.
- **Honorary Members**, in accordance with Regulation 1.7. Honorary Members are not eligible to vote at General Meetings.
- **Life Members**, in accordance with Regulation 1.8 and rule 8.8 of the Constitution. Life Members are eligible to vote at General Meetings.

1.2 Reserve Active Membership

1.2.1 A Member who applies in writing to the General Manager may, with the approval of the Board, be transferred to Reserve Active Membership if the Member has been an Active Patrol Member for a continuous period of eight (8) years - or such lesser period as the Board may in special circumstances approve - since the date on which the Member gained the Bronze Medallion, or such later date as the Board may approve.

1.2.2 In computing the continuous period of eight (8) years referred to in Regulation 1.2.1:

- time spent on leave of absence granted to enable the Member to perform service as a member of the armed forces of Australia is to be counted as time spent as an Active Patrol Member; and
- time spent on leave of absence other than that referred to above is not to be counted as time spent as an Active Patrol Member, but is not to be regarded as having broken the continuity of the period.

1.2.3 An applicant for membership who has been granted Reserve Active Membership, or the equivalent, of another club affiliated with SLSA may, in the discretion of the Board and subject to any conditions the Board may impose, be admitted to Reserve Active Membership of the Club.

1.3 Award Membership

1.3.1 Award Membership may be granted by the Board to a person who holds one or more of the following SLSA awards:

- Advanced Resuscitation Technique (ART) certificate;
- First Aid Certificate or equivalent as recognised by SLSA from time to time;
- Radio Operator Award;
- UAV (Unmanned Aerial Vehicle) Operator Award; or
- any other SLSA award determined by the Board by resolution from time to time.

The Board may update this list by resolution as SLSA standards and awards evolve. This is the sole list of qualifying awards for the purposes of rule 8.3 of the Constitution and this Regulation.

1.3.2 Qualification for Award Membership – A person qualifies for Award Membership only if, holding a qualifying award under Regulation 1.3.1, that Member has in the immediately preceding membership year:

- performed a minimum of thirty (30) hours of patrol or other Club service of a type recorded in the Club's patrol or service records; and
- otherwise complied with any Club obligations determined by the Board from time to time.

Award Membership, and the voting rights that attach to it under rule 16.1 of the Constitution, is assessed at each annual renewal of membership under rule 8.6 of the Constitution, based on qualifying hours performed during the immediately preceding membership year. A Member who first obtains a qualifying award during a membership year is first assessed for Award Membership at their next renewal.

1.3.3 Non-patrol contributors – a person whose contribution to the Club is not connected to standard patrol (including Nipper Age Managers and similar volunteer roles) cannot currently qualify for Award Membership under Regulation 1.3.2 until the Club establishes a tracking mechanism for non-patrol service hours. The primary obstacle is the absence of a time-recording system for these roles equivalent to the patrol-based system. The Board will establish such a tracking mechanism within a timeframe to be determined by resolution, at which time this exclusion will be reviewed and Regulation 1.3.2 will apply to non-patrol contributors.

1.3.4 Nothing in Regulation 1.3.3 prevents a person who also performs standard patrol duties from qualifying for Award Membership on the basis of their patrol hours under Regulation 1.3.2.

1.4 Community Membership

1.4.1 Community Membership may be granted by the Board to a person not directly participating in lifesaving activities, including without limitation persons engaged in social or volunteer activities at the Club.

1.4.2 Community Members have no voting rights and do not have access to SLISA insurance or Workers Compensation Act 1987 (NSW) coverage in their capacity as Community Members.

1.4.3 The Board may determine eligibility conditions for Community Membership from time to time.

1.5 Long Service Membership

1.5.1 A Member who applies in writing to the General Manager may, in the discretion of the Board, be transferred to Long Service Membership if the Member has been an Active Patrol Member or Reserve Active Member for a continuous period of ten (10) years since gaining the Bronze Medallion.

1.5.2 In computing the continuous period of ten (10) years referred to in Regulation 1.5.1:

- time spent on leave of absence granted to enable the Member to perform service as a member of the armed forces of Australia is to be counted as time spent as an Active or Reserve Active Member; and
- time spent on leave of absence other than that referred to above is not to be counted as time spent as an Active or Reserve Active Member, but is not to be regarded as having broken the continuity of the period.

1.5.3 An applicant for membership who has been granted Long Service Membership, or the equivalent, of another club affiliated with SLISA may, in the discretion of the Board and subject to any conditions the Board may impose, be admitted to Long Service Membership of the Club.

1.6 Past Active Membership

1.6.1 Past Active Membership may be granted by the Board to a Member who:

- has been an Active Patrol Member or Reserve Active Member of the Club for a continuous period of at least three (3) years; and
- is no longer performing active patrol duties on a regular basis; and
- has made a substantial contribution to the lifesaving and patrol operations of the Club during their period of active service.

1.6.2 An application for Past Active Membership must be made in writing to the General Manager and is subject to Board approval.

1.6.3 Past Active Members are not eligible to vote at General Meetings.

1.7 Honorary Membership

1.7.1 The Board may invite a suitable person to accept appointment as an Honorary Member of the Club. Each appointment is reviewed annually by the Board for renewal.

1.7.2 The Board may, in special circumstances, appoint an Honorary Member for a term not exceeding one (1) month.

1.7.3 The number of persons holding Honorary Membership granted under Regulation 1.7.1 shall not exceed forty (40) at any one time.

1.7.4 There is no limit on the number of times an Honorary Member's appointment may be renewed under Regulation 1.7.1.

1.7.5 Honorary Members are not eligible to vote at General Meetings.

1.8 Life Membership

1.8.1 Members of the Club may be nominated for Life Membership in accordance with rule 8.8 of the Constitution. The procedure is:

- any Voting Member, when seconded by another Voting Member, may nominate a Member for Board consideration for Life Membership;
- the Board may appoint a committee comprising Life Members and other Voting Members of the Club to give consideration to a nominated Member and provide a recommendation to the Board (the Board is not bound by that recommendation);
- the Board may consider and recommend to the AGM that a Member be appointed as a Life Member; and
- the AGM must confirm the appointment by Special Resolution.

The Board recommends; the AGM confirms. Life Membership may not be conferred by Board resolution alone.

1.8.2 In determining whether to recommend a Member for Life Membership, the Board will consider whether the Member has rendered distinguished service to the Club and surf lifesaving, including:

- a sustained and conspicuous contribution that brings distinction to the Club over an extended period of time; or
- an individual contribution attributable to the nominated Member that the Board considers to be unique and of lasting benefit to the Club or surf lifesaving.

1.8.3 In making this determination, the Board will consider what distinguishes the nominated Member's contribution from that of other Members of the Club.

1.8.4 A Member approved by the AGM must accept or reject the Life Membership in writing. Life Membership becomes effective when the Board enters the Member's details on the register.

1.9 Voting Rights

1.9.1 Voting rights at General Meetings are as set out in rule 16.1 of the Constitution. This Regulation does not restate that list; the Constitution prevails in the event of any inconsistency. Voting age eligibility is addressed in Regulation 1.10, and qualification for Award Membership (which carries voting rights) is addressed in Regulation 1.3.

1.9.2 A Director may vote at a General Meeting only if they are a Voting Member in accordance with rule 16.2 of the Constitution.

1.9.3 A Member whose Annual Subscription is in arrears may be prevented by the Board from exercising voting rights in accordance with rule 9 of the Constitution.

1.9.4 A Member must be a Financial Member at the time of a General Meeting to be entitled to vote at that meeting. A Member who has not paid their Annual Subscription by the date of a General Meeting is not a Financial Member for that meeting, even if their membership has not yet lapsed under rule 11.3 of the Constitution.

1.10 Voting Age

1.10.1 Only Members aged 18 years or over are eligible to vote at General Meetings.

1.10.2 Eligibility for election as a Director is limited to Members aged 18 years or over in accordance with rule 19.1(b)(i) of the Constitution.

1.10.3 Advisors to the Board of Management are not subject to a minimum age requirement, in accordance with rule 18.3 of the Constitution.

1.11 Members on Approved Leave

1.11.1 Members who have been granted leave of absence by the Board (for example, due to injury, parental leave, military service or extended travel) retain their membership sub-category and the voting rights associated with that sub-category during the approved leave period.

1.11.2 A Member on approved leave is not required to fulfil patrol or service obligations during the leave period. Hours accrued during approved leave do not count toward the Award Membership qualification threshold in Regulation 1.3.2 unless the Board resolves otherwise.

1.11.3 The Board may grant approved leave by resolution for such period and on such conditions as it determines.

1.11.4 Approved leave under this Regulation is a different mechanism from Leave Restricted membership under Regulation 1.1.4: approved leave preserves the Member's existing sub-category and voting rights for a defined period, whereas Leave Restricted status is itself a distinct, non-voting sub-category.

1.12 Inter-club Transfers

Applications for membership by a Member from another surf lifesaving club must comply with the procedures determined by the Board from time to time.

1.13 Insurance and Workers Compensation Coverage

Members have access to SLISA insurance and Workers Compensation Act 1987 (NSW) coverage appropriate to their membership category and activities, except where expressly excluded elsewhere in these Regulations (see Regulation 1.4.2, Community Members). This includes Honorary Members, Water Safety personnel (who hold Active Patrol Membership), and Age Managers and Nipper Assistants (who hold at least General Membership).

2. DIRECTORS

2.1 Portfolio Structure

2.1.1 The Board comprises eight (8) permanently named Director portfolios in accordance with rule 18.2(a) of the Constitution:

1. President
2. Director of Finance
3. Director of Lifesaving
4. Director of Nippers
5. Director of Cadets
6. Director of Education
7. Director of Surf Sports
8. Director of Communications and Community Relations

All eight portfolios are subject to annual election at the AGM in accordance with rule 19 of the Constitution. The Board may not open fewer or more than eight positions at any AGM, as the Board is fixed at eight elected Directors under rule 18.2 of the Constitution.

2.2 Director and Operational Officer Role Mapping

2.2.1 Several Director portfolios carry a corresponding operational officer title. Where a single person holds both the Board Director role and the corresponding operational title, they exercise governance authority as a Director and operational authority as the officer. The Board may, by resolution, appoint a separate person to hold an operational title where no Director concurrently holds it.

Board Director Role	Operational Officer Title	Notes
Director of Finance	Treasurer	Statutory officer role; see Regulation 4.5
Director of Lifesaving	Club Captain	See Regulation 5.1

2.2.2 The President, Director of Education, Director of Nippers, Director of Cadets, Director of Surf Sports and Director of Communications and Community Relations do not carry a separately designated operational officer title.

2.2.3 The Public Officer role required under the Associations Incorporation Act 2009 (NSW) is appointed by the Board in accordance with rule 23.2 of the Constitution. The Board may appoint the General Manager to the Public Officer position by resolution.

2.3 Bronze-Qualified Portfolio Designations

2.3.1 In accordance with rule 18.2(b)(ii) of the Constitution, the three additional portfolios beyond the Director of Lifesaving that carry the Bronze-Qualified Member nomination requirement are:

- Director of Education
- Director of Nippers
- Director of Cadets

2.3.2 Together with the Director of Lifesaving (constitutionally required to be a Bronze-Qualified Member under rule 18.2(b)(i)), the four portfolios requiring candidates to be Bronze-Qualified Members at the time of nomination are:

1. Director of Lifesaving
2. Director of Education
3. Director of Nippers
4. Director of Cadets

2.3.3 A nomination for any of the four portfolios listed in Regulation 2.3.2 from a person who is not a Bronze-Qualified Member is invalid and shall not be accepted.

2.3.4 This list may be amended by Board resolution, provided the constitutional minimum of four Bronze-Qualified Directors is preserved at all times in accordance with rule 18.2(b) of the Constitution.

2.4 Director Eligibility

2.4.1 To be eligible for nomination and election as a Director, a person must satisfy the requirements of rule 19.1(b) of the Constitution, including being aged 18 years or over and being a Financial Member at the time of nomination and at the time of election.

2.4.2 There is no minimum period of membership required before a person may nominate for election as a Director.

2.4.3 The Board must publish a job description and applicable qualifications for each Director portfolio as part of each call for nominations, in accordance with rule 19.1(a) of the Constitution. The current job descriptions for each portfolio are set out in Regulation 2.8.

2.5 Annual Portfolio Review

2.5.1 No later than eight (8) weeks before the date fixed for the AGM, and before issuing the call for nominations under rule 19.1 of the Constitution, the outgoing Board must:

- confirm the job description for each of the eight portfolios is current;
- confirm the Bronze-Qualified designations in Regulation 2.3 remain appropriate; and
- approve the qualifications and job descriptions to be published with the call for nominations.

2.5.2 The call for nominations must be issued not less than 42 days before the AGM in accordance with rule 19.1(a) of the Constitution.

2.5.3 Nominations close not less than 30 days before the AGM in accordance with rule 19.1(c)(ii) of the Constitution.

2.6 Nomination and Election Process

2.6.1 Nominations for each Director portfolio must:

- be made in writing;
- state the specific portfolio position being nominated for, from the list at Regulation 2.1.1;
- be signed by two Financial Members of the Club;
- include the written consent of the nominee; and

- be delivered to the Club not less than 30 days before the AGM.

2.6.2 On receiving nominations, the following applies to each portfolio separately:

- if no nomination is received: the position is deemed a casual vacancy under rule 20.3 of the Constitution;
- if one nomination is received: the candidate is deemed elected without a vote, subject to declaration by the chairperson; and
- if two or more nominations are received: the election is conducted by secret ballot in accordance with rule 19.2 of the Constitution.

2.6.3 Where no nominations have been received for a portfolio prior to the close of nominations and the position has not been filled at the AGM, the Board shall fill the vacancy in accordance with rule 20.3 of the Constitution, subject to the supplementary eligibility requirements in Regulation 2.7.

2.7 Casual Vacancy Appointments

2.7.1 In filling a casual vacancy under rule 20.3 of the Constitution, the Board must ensure the appointment:

- satisfies the general Director eligibility requirements in rule 19.1(b) of the Constitution;
- where the vacant portfolio is one of the four designated Bronze-Qualified portfolios listed in Regulation 2.3.2, is filled by a Bronze-Qualified Member; and
- does not cause the number of Bronze-Qualified Members serving on the Board to fall below four (4), in accordance with rule 20.3(b) of the Constitution.

2.7.2 Where a casual vacancy arises in the office of Director of Lifesaving, the appointee must be both a Bronze-Qualified Member and a Voting Member in accordance with rule 20.3(c) of the Constitution, regardless of the number of Bronze-Qualified Members otherwise serving on the Board at the time of appointment.

2.8 Director Role Descriptions

2.8.1 President

The President shall:

- be the nominal head of the Club and act as chairperson of Board meetings and General Meetings in accordance with rules 15.4 and 21.4(a) of the Constitution;
- be a spokesperson for the Club on governance matters;
- be prepared to attend, as far as practicable, special events, meetings, conferences and forums relevant to the Club;
- delegate authority while remaining accountable for such delegations;
- comply, wherever possible, with the following selection criteria:
 - previous experience in organisational leadership from business or community activities;
 - demonstrated ability to understand a broad range of governance and community issues;
 - management, administration and financial literacy skills, with a good knowledge of corporate governance and directors' duties;

- sound professional or commercial background;
- excellent presentation and communication skills; and
- sound understanding of strategic planning processes; and
- be a Financial Member of the Club.

2.8.2 Director of Finance

The Director of Finance shall:

- also hold the title of Treasurer, being the officer responsible for financial matters in accordance with Regulation 4.5;
- through relevant staff, advisors and Members, supervise and monitor the financial affairs of the Club and report to the Board on a regular basis;
- chair or otherwise participate in the Finance and Audit Committee under Regulation 4.2;
- advise the Board on matters of financial strategy, financial statements, financial risk and recommendations from the Club's auditors or financial advisors;
- comply, wherever possible, with the following selection criteria:
 - financial management skills and literacy;
 - a good knowledge of corporate governance, directors' duties and financial reporting obligations;
 - sound professional or commercial background; and
 - sound understanding of strategic planning and financial controls; and
- be a Financial Member of the Club.

2.8.3 Director of Lifesaving

The Director of Lifesaving shall:

- be a Bronze-Qualified Member and a Voting Member at all times while holding this role, as required by rule 18.2(b)(i) of the Constitution;
- also hold the title of Club Captain in an operational capacity in accordance with Regulation 5.1, unless the Board resolves to appoint a separate Club Captain;
- through relevant advisors, staff and Members, supervise and monitor lifesaving services, awards, instruction, assessment, equipment, drowning prevention and associated activities;
- advise the Board on lifesaving matters;
- work closely with the Director of Education;
- be prepared to attend, as reasonably required, SLSA and SLSNSW meetings, conferences and forums relevant to lifesaving;
- comply, wherever possible, with the following selection criteria:
 - current or historical engagement with surf lifesaving patrol operations;
 - demonstrated leadership in a lifesaving context; and
 - familiarity with SLSA operational standards and regulations; and
- be a Financial Member of the Club.

2.8.4 Director of Education

The Director of Education shall:

- be a Bronze-Qualified Member;
- through relevant advisors, staff and Members, supervise and monitor education, training, development programs and award activities at the Club;
- advise the Board on education and training matters;
- work closely with the Director of Lifesaving;
- be prepared to attend, as reasonably required, meetings, conferences and forums relevant to education and training;
- comply, wherever possible, with the following selection criteria:
 - familiarity with SLSA award structures and training frameworks;
 - experience in a training, education or operational supervision role; and
 - strong working relationships with the Club's assessor and awards community; and
- be a Financial Member of the Club.

2.8.5 Director of Nippers

The Director of Nippers shall:

- be a Bronze-Qualified Member;
- in consultation with advisors and appropriate staff, develop, review and supervise all Nipper activities at the Club and keep the Board informed of developments;
- take reasonable steps to ensure that appropriate systems and processes are in place to support the safe and effective delivery of Nipper activities, in accordance with SLSA policies and applicable legislation;
- work closely with the Director of Cadets and Director of Education;
- comply, wherever possible, with the following selection criteria:
 - experience in junior activities or Nipper program delivery; and
 - familiarity with SLSA Nipper program requirements and child safety obligations; and
- be a Financial Member of the Club.

2.8.6 Director of Cadets

The Director of Cadets shall:

- be a Bronze-Qualified Member;
- in consultation with advisors and appropriate staff, develop, review and supervise all Cadet activities at the Club and keep the Board informed of developments;
- take reasonable steps to ensure that appropriate systems and processes are in place to support the safe and effective delivery of Cadet activities, in accordance with SLSA policies and applicable legislation;
- work closely with the Director of Nippers, Director of Education and Director of Lifesaving to support the transition of Cadets into active patrol;

- comply, wherever possible, with the following selection criteria:
 - experience in Cadet program delivery or youth development; and
 - familiarity with SLSA Cadet program requirements and child safety obligations; and
- be a Financial Member of the Club.

2.8.7 Director of Surf Sports

The Director of Surf Sports shall:

- through relevant advisors, staff and Members, supervise and monitor lifesaving competitions, equipment and activities, and keep the Board informed of developments;
- be responsible for the management of competition equipment;
- oversee the Boat Captain and the Club's surf boat crews, in accordance with Regulation 5.3;
- liaise with SLSNSW and the Branch on competition matters;
- comply, wherever possible, with the following selection criteria:
 - experience in surf lifesaving competition or sports administration; and
 - familiarity with SLSA and SLSNSW competition rules and processes; and
- be a Financial Member of the Club.

2.8.8 Director of Communications and Community Relations

The Director of Communications and Community Relations shall:

- be responsible for community engagement, partnerships, communications and the Club's profile in the broader Bronte community;
- develop and maintain relationships with key community partners, sponsors and stakeholders;
- oversee the Club's public communications in accordance with Regulation 9;
- ensure Members are kept informed of Club decisions, activities and governance matters through regular internal communications;
- develop and oversee fundraising activities and community events that support the Club's Objects;
- comply, wherever possible, with the following selection criteria:
 - experience in community engagement, communications or stakeholder relations; and
 - strong interpersonal and communication skills; and
- be a Financial Member of the Club.

2.9 Remuneration of Directors

2.9.1 No Director shall receive remuneration for work carried out as a Director of the Club.

2.9.2 Directors are entitled to receive reimbursement for reasonable out-of-pocket expenses incurred in carrying out their duties as a Director, subject to Board approval.

3. MEETINGS AND MANAGEMENT

3.1 General Meetings

General Meetings of the Club (being Annual General Meetings and Special General Meetings) are authorised and conducted under rules 13, 14 and 15 of the Constitution.

3.2 Board Meetings

Board meetings are authorised and conducted under rule 21 of the Constitution.

3.3 Electronic Participation at General Meetings

3.3.1 The Club may, but is not required to, offer electronic participation at any General Meeting in accordance with rule 15.6 of the Constitution.

3.3.2 Where electronic participation is offered, the Board must:

- notify Members of the electronic access arrangements in the notice of meeting issued under rule 15.1 of the Constitution;
- ensure the technology used allows all participants to clearly and simultaneously communicate with each other; and
- have a fall-back protocol in place in the event that technology fails during the meeting.

3.3.3 Electronic participation may be by video conference, audio (including telephone), or any other technology that satisfies rule 15.6(a) of the Constitution. Audio-only participation by telephone is permitted on the same basis as video.

3.3.4 A Member participating electronically is taken to be present at the meeting and, if entitled to vote, may vote at the meeting, in accordance with rule 15.6(b) of the Constitution.

3.3.5 Where technology failure prevents a Member participating electronically from communicating with other participants, the meeting may continue if a quorum remains present by other means.

3.3.6 The Board will determine from meeting to meeting whether electronic access will be offered, taking into account the nature and agenda of the meeting, available technology and the needs of Members likely to attend remotely.

3.4 Delegation of Authority

3.4.1 The Board may, under rule 22 of the Constitution, create, establish or appoint from amongst its own members, or otherwise, special committees, sub-committees, individual officers and consultants to carry out such duties and functions, and with such powers, as the Board determines.

3.4.2 The authority of committees, sub-committees and other appointees under Regulation 3.4.1 will be determined by the Board, with specific terms of reference for each.

3.4.3 All committees and sub-committees appointed under Regulation 3.4.1 cannot bind the Club and shall report directly to a nominated Director or officer as determined by the Board.

4. COMMITTEES AND ADVISORS

4.1 Authorisation

4.1.1 By these Regulations the Board has delegated authority under rule 22 of the Constitution to appoint committees to assist in the management of the Club, including the Finance and Audit Committee established at Regulation 4.2.

4.1.2 Any appointment under this Regulation must have appropriate terms of delegation and reference, and appointees must be appropriately qualified.

4.1.3 Any appointment may be reviewed and overturned by the Board.

4.2 Finance and Audit Committee

The Finance and Audit Committee (FAC) shall:

- comprise the President, the Director of Finance and the General Manager, with the President being appointed chairperson, together with a representative of the Club's accountants or a Member selected by the Board for their expertise in finance, governance or risk management; all committee members shall be confirmed by the Board;
- be assisted and advised by the external auditors;
- have the primary function to assist the Board in its oversight of:
 - the reliability and integrity of accounting policies and financial reporting and disclosure practices; and
 - the provision of advice to the Board on matters of financial strategy, financial statements, financial systems integrity and business risk;
- oversee the establishment and maintenance of processes to ensure:
 - compliance with all applicable laws, regulations and Club policies; and
 - an adequate system of internal control, management of business risk and safeguarding of assets; and
- meet as required or as directed by the Board.

The Director of Finance shall act as secretary to the FAC.

4.3 Committee Member Tenure

4.3.1 Appointments to standing Board committees (including the Finance and Audit Committee) are subject to a renewal cycle of one (1) year.

4.3.2 At the expiry of each one-year term, the Board must actively reappoint or replace each committee member. An appointment does not continue automatically on expiry.

4.3.3 This tenure cycle applies to non-Director committee members and does not limit a Director's participation in a committee by reason of their Director role.

4.3.4 There is no limit on the number of consecutive terms a committee member may serve. Reappointment under Regulation 4.3.2 is not subject to the cumulative tenure limit that applies to Directors under rule 18.7 of the Constitution.

4.4 Advisors to the Board of Management

4.4.1 The Board may co-opt an Advisor to the Board of Management in accordance with rule 18.3 of the Constitution.

4.4.2 An Advisor to the Board of Management:

- is not a Director and does not exercise any rights of a Director;
- does not vote on Board matters;
- acts in an advisory role only, with no director liability or responsibilities;
- is not subject to the minimum age requirement for Directors;
- is not counted toward the Board size limits under rule 18.2 of the Constitution; and
- may be removed by Board resolution at any time.

4.4.3 There is no maximum on the number of Advisors the Board may co-opt.

4.5 Salaried Officers and Public Officer

4.5.1 The Board may employ a salaried officer or salaried officers to assist in the management of the Club's affairs, including a General Manager.

4.5.2 The Board may from time to time determine the functions, terms and conditions of employment, and remuneration, of any salaried officer employed under this Regulation.

4.5.3 The Director of Finance also holds the title of Treasurer as the officer responsible for the Club's financial affairs. This designation reflects the statutory and governance role associated with the title and does not create a separate position from the Director of Finance portfolio.

4.5.4 The Club must at all times have a Public Officer appointed by the Board in accordance with rule 23.2 of the Constitution and the Associations Incorporation Act 2009 (NSW). The Board may appoint the General Manager to the position of Public Officer by resolution.

4.6 Lifesaving Subcommittee

The Board may maintain a Lifesaving Subcommittee, comprising the Club Captain and other Members as the Board determines, to assist with the operational oversight of patrol, boat, board and gear matters referred to it under these Regulations.

4.7 Grievance Committee

The Board may maintain a Grievance Committee to receive and refer member conduct matters. The Grievance Committee has no separate Bronte-specific procedure or penalty power of its own, and acts solely in accordance with the SLSA grievance and discipline policies adopted under rule 12 of the Constitution.

5. OFFICERS AND THEIR FUNCTIONS

5.1 Club Captain

5.1.1 The Club Captain is the operational authority for patrol management at the Club. The Director of Lifesaving normally also holds the title of Club Captain. The Board may, by

resolution, appoint a different person as Club Captain, in which case the Director of Lifesaving delegates operational patrol authority to that person.

5.1.2 The Club Captain shall:

- organise patrol rosters in conjunction with the Club Vice Captain;
- appoint a Patrol Captain to each patrol, who must hold a current Advanced Resuscitation Technique (ART) certificate unless dispensed by the Club Captain from that requirement;
- oversee the efficient performance of patrol duties by all patrol Members;
- have authority to issue directions to Patrol Captains and patrol Members with respect to patrol operations;
- report patrol performance and incidents to the Board; and
- comply with SLSA operational standards as they apply to surf lifesaving clubs.

5.1.3 The Club Captain appointment is operational in nature. It does not confer directorial duties or Board voting rights by reason of the appointment alone.

5.2 Club Vice Captain

5.2.1 The Club Vice Captain shall assist the Club Captain in the exercise of their functions as requested by the Club Captain.

5.2.2 In the absence of the Club Captain, the Club Vice Captain shall take on all responsibilities and act in the place of the Club Captain.

5.3 Boat Captain

5.3.1 Subject to the direction of the Director of Surf Sports, the Boat Captain shall at all times be in charge of the Club surf boat or surf boats, and shall be responsible for all gear appertaining thereto and for keeping the boats and gear in good order and condition.

5.3.2 The Boat Captain shall select a sweep for each of the Club's boat crews, and in conjunction with each sweep so selected shall select each of the boat crews to represent the Club at carnivals other than Championship Carnivals.

5.3.3 The Boat Captain shall supervise the training of the Club's boat crews.

5.3.4 The Boat Captain may form a boat committee of up to five Members to assist in the management of the boat crew.

5.4 IRB Captain

5.4.1 Subject to the direction of the Club Captain, the IRB Captain shall at all times be in charge of the Club Inflatable Rescue Boat or Boats, and shall be responsible for all gear appertaining thereto and for keeping the Boat or Boats and gear in good order and condition.

5.4.2 The IRB Captain shall ensure that a fully operational Inflatable Rescue Boat, with crew, is available at Bronte at all times during patrol hours.

5.4.3 The IRB Captain shall supervise the training of the Club's IRB crews.

5.4.4 The IRB Captain shall have the right to call upon any Member to assist in handling the Club's Inflatable Rescue Boat or Boats in all reasonable circumstances.

5.5 IRB Vice Captain

5.5.1 The IRB Vice Captain shall assist the IRB Captain in the exercise of their functions as requested by the IRB Captain.

5.5.2 In the absence of the IRB Captain, the IRB Vice Captain shall exercise the functions of the IRB Captain.

5.6 Board Captain

The Board Captain shall, under the supervision of the Club Captain:

5.6.1 be responsible for the care and maintenance of rescue boards belonging to the Club, including training patrol Members on the requirements for care and maintenance of boards;

5.6.2 supervise the care and security of boards on Club premises and report any unauthorised use of boards to the Lifesaving subcommittee;

5.6.3 have control over the boards belonging to the Club at Bronte beach; and

5.6.4 issue from time to time the current rescue board policy for the Club.

5.7 Gear Steward

Subject to the direction of the Club Captain, the Gear Steward shall:

5.7.1 keep custody of, and keep in good order and condition, all lifesaving gear of the Club, with the exception of boats, boards and skis;

5.7.2 from time to time report to the Lifesaving subcommittee on the condition of gear; and

5.7.3 present for the annual gear inspection conducted on behalf of SLSA all such gear of the Club (including boats, boards, skis and related gear) as required for that inspection, and attend that inspection.

5.8 Water Safety Supervisor

The Water Safety Supervisor shall, under the supervision of the Club Captain and/or the Director of Nippers:

5.8.1 be responsible for the provision of water safety services for such Club activities as required; and

5.8.2 liaise directly with all water safety personnel as necessary.

5.8.3 Water safety personnel perform their duties as Active Patrol Members; water safety is not a separate membership category (see Regulation 1.1 and Regulation 1.13).

5.9 Patron

5.9.1 The Board may from time to time invite a suitable person to accept appointment as Patron of the Club for a term of two (2) years.

5.9.2 At the end of each two-year term, the Board may issue a fresh invitation for the same or a different person to serve as Patron. A renewal requires a positive Board resolution; the appointment does not continue automatically.

5.9.3 The Board may by resolution remove a Patron at any time.

5.9.4 The Patron role is honorary only. The Patron has no voting rights at General Meetings in their capacity as Patron, no Board responsibilities, and is not counted toward the Board composition under rule 18.2 of the Constitution.

5.9.5 The number of persons holding Patron appointments at any one time shall not exceed two (2).

5.10 Other Officers

In accordance with rule 22 of the Constitution, the Board may appoint individual Members or other persons to carry out such duties and functions, and with such powers, as the Board determines from time to time, including without limitation:

5.10.1 Honorary Legal Officer;

5.10.2 Senior Competition Team Manager;

5.10.3 Masters Manager;

5.10.4 Senior Team Entry Manager;

5.10.5 Senior Team Logistics;

5.10.6 R&R Manager;

5.10.7 Surf Board Riding Manager;

5.10.8 WHS Coordinator;

5.10.9 Membership and Awards Coordinator;

5.10.10 Environmental Surf Coordinator;

5.10.11 Schools Coordinator; and

5.10.12 Honorary Medical / First Aid Equipment Officer.

6. RULES AND PROCEDURES

6.1 Authority

These Regulations are made under rule 25 of the Constitution and are binding on all Members.

6.2 Membership Fees

6.2.1 Membership fees are set out in the Subscription Schedule determined by the Board in accordance with rule 9 of the Constitution, reviewed at least annually. The Subscription Schedule is maintained by the Board as a separate administrative document and may set different fees for different types, categories or groups of Members.

6.3 Patrols

6.3.1 Rosters – Members shall be allotted to patrols, and patrols shall be rostered, by the Club Captain and Club Vice Captain.

6.3.2 Patrol Captains

- The Club Captain shall appoint to each patrol a Patrol Captain, who must hold a current Advanced Resuscitation Technique (ART) certificate unless dispensed by the Club Captain from that requirement.
- The Patrol Captain shall appoint to each patrol a Patrol Vice Captain who shall, in the absence of the Patrol Captain, exercise the functions of the Patrol Captain.
- Each patrol shall, subject to any direction of the Club Captain, be under the direction of its Patrol Captain, who is responsible to the Club Captain, or their nominee, for the efficient carrying out of patrol duties.
- At the conclusion of each patrol the Patrol Captain shall complete a written report.

6.3.3 Patrol Members

- A member of a patrol shall carry out such lifesaving duties and other duties as may from time to time be allocated by the Patrol Captain.
- A member of a patrol shall at all times during their period of duty ensure they are fit to carry out patrol duties in a satisfactory manner.
- A member of a patrol shall not absent themselves from patrol during their period of duty without the permission of the Patrol Captain.
- A member of a patrol shall, at all times during their period of duty, comply with the uniform and PPE requirements in Regulation 6.8.
- A member who fails to carry out patrol duties shall be in breach of these Regulations and shall be reported by the Patrol Captain or Patrol Vice Captain to the Lifesaving subcommittee.

6.3.4 Absence from Patrols

- A member who is unable to attend a rostered patrol for which leave of absence has not been granted shall arrange a substitute from another Active Member of the same classification and shall notify the Patrol Captain, the Club Captain or the Club Vice Captain of the substitution.
- If a member arranges for a substitute and the substitute does not carry out the patrol, the member shall be deemed to have failed to carry out the patrol.
- A member required to attend an award instruction class during the period of a rostered patrol shall, on notifying the Patrol Captain, be excused from the patrol for the period of the class.
- A member unable to carry out a rostered patrol for which no substitute has been provided or leave of absence granted shall notify the Patrol Captain before the commencement of the patrol.
- A member who fails to carry out a rostered patrol for which no substitute has been provided or leave of absence granted shall be deemed a no-show and required to make up the patrol at the direction of the Club Captain or Club Vice Captain, who may direct that the make-up patrol involves up to twice the number of rostered hours missed.
- A member who fails to make up a patrol as directed shall be in breach of these Regulations and shall be reported to the Lifesaving subcommittee.
- A member who, without providing a substitute or obtaining leave of absence, has failed to carry out three (3) rostered patrols (three no-shows) and has not made up

any of those patrols to the satisfaction of the Club Captain or Club Vice Captain, shall, subject to the discretion of the Lifesaving subcommittee and the Board, cease to be a Member of the Club.

6.4 Patrol Hours

6.4.1 The Board may from time to time grant Active Members the right to elect to perform their hours as water safety personnel in substitution for patrol hours.

6.5 Radio

It shall be the duty of each patrol to man and operate the Club radio in accordance with the directions of the Sydney Branch of SLSA.

6.6 Boats, Boards and Skis

6.6.1 Surf Boats

- The Club's surf boat or surf boats and associated gear shall whenever practicable be housed in the boat shed or sheds and kept under lock and key.
- A Member authorised to use a surf boat shall be responsible for the safe return of the boat and its gear.
- The Boat Captain shall report in writing to the Club Captain any loss or damage to a surf boat or its gear.
- No person other than an Active Member of the Club selected as a boat crew member in accordance with Regulation 5.3 shall be allowed the use of a Club surf boat.
- Any Member authorised to use a surf boat shall have the right to call on any other Member to assist in handling the boat in all reasonable circumstances.
- No more than the boat's crew shall be allowed in a surf boat unless rescue work or other special circumstances require otherwise.

6.6.2 Inflatable Rescue Boat (IRB)

- The Club's Inflatable Rescue Boat or Boats and associated gear shall whenever practicable be housed under lock and key.
- A Member authorised to use an IRB shall be responsible for its safe return.
- The IRB Captain shall report in writing to the Club Captain any loss or damage to an IRB or its gear.
- No person other than an Active Member of the Club shall be allowed the use of a Club IRB, and any Member using an IRB must be proficient in the relevant award for the role being undertaken, being an IRB Crew Award or IRB Driver Award. This restriction does not apply to a suitably qualified member of another affiliated Surf Life Saving club operating the Club's IRB under a Club-approved joint training arrangement, or as part of an SLSA or SLSNSW-sanctioned carnival or event for which the Club has agreed to provide the IRB.
- Any Member authorised to use an IRB shall have the right to call on any other Member to assist in handling the IRB in all reasonable circumstances.

6.6.3 Boards and Skis

- The boards and skis belonging to the Club shall whenever practicable be housed in the board and ski shed and kept under lock and key.
- Any Member authorised to use a Club board or ski shall be responsible for its safe return.
- The Board Captain shall report in writing to the Club Captain any loss or damage to a Club board or ski.
- No person other than Active Members of the Club shall be allowed the use of any Club board or ski, and any Member using a Club board or ski must hold a current Bronze Medallion or Surf Rescue Certificate, as appropriate to the equipment being used.
- Club boards and skis shall be used only for the purposes for which they are designed.

6.7 Club House

6.7.1 Hours – The Club House shall be open to Members for the purposes of the Club during hours of operation advised from time to time, and shall not be open outside those hours without the approval of the Board or General Manager.

6.7.2 Wet Costumes – A Member shall not wear a wet costume in the function room of the Club House.

6.7.3 Cleanliness

- Each Member shall take all reasonable action to preserve the cleanliness of the Club.
- A Member entering the top floor of the Club House shall ensure they are wearing footwear.
- A Member shall not use a toilet or shower designated for another gender.
- A Member using the kitchen or barbecue area shall ensure it is left clean after use.

6.7.4 Children

- A child under the age of 13 years shall not be permitted to enter the Club House unless accompanied by an adult Member (18 years or over).
- A Member who accompanies a child into the Club House shall adequately supervise the child at all times while the child remains in the Club House.
- A child under the age of 13 years, whether or not a Member, shall not be permitted to enter the Club gymnasium.
- A person between the age of 13 and 16 years, whether or not a Member, shall not use the gymnasium except under the supervision of a Senior Active Member or a person approved by the President or the General Manager.

6.7.5 Animals – Companion and assistance animals are permitted in the Club House. The General Manager may otherwise permit animals in the Club House at their discretion.

6.7.6 Liquor and Prohibited Drugs

- A Member shall not come on to Club premises under the influence of intoxicating liquor.
- No prohibited drug shall be brought on to the Club premises.

- A Member shall not come on to the Club premises under the influence of a prohibited drug.

6.7.7 Visitors – A Member who brings a visitor on to the Club premises shall be responsible for ensuring that the visitor conforms to these House Rules while on the Club premises as though they were a Member.

6.7.8 Conduct – A Member shall not engage in bad language, unseemly conduct or other conduct in the Club House likely to interfere with the comfort of other Members.

6.7.9 Roof – A Member shall not be permitted on the roof of the auditorium of the Club House unless for lifesaving purposes or with the approval of a Board member or the General Manager.

6.7.10 Access Pass

- A Member shall be entitled to be supplied with an access pass to the Club House.
- A Member who has been supplied with an access pass shall not be entitled to be supplied with another except on payment of a fee fixed from time to time by the Board.

6.8 Uniforms and Safety Apparel

6.8.1 Members shall wear the uniform, identification apparel, personal protective equipment (PPE), and other clothing required for the activity or role they are undertaking, as determined by Surf Life Saving Australia, Surf Life Saving NSW, and the Club from time to time.

6.8.2 Such requirements may apply to, but are not limited to, lifesaving patrols, water safety activities, emergency response operations, training and education activities, surf sports competition, Junior Activities, and official Club representation.

6.8.3 Members undertaking operational roles must wear the prescribed uniform and PPE necessary to ensure safety, visibility, identification, and compliance with applicable Surf Life Saving policies and procedures.

6.8.4 The Club may establish and amend uniform requirements and standards from time to time.

7. COMPETITIONS

7.1 Carnivals and Competitions

Subject to the Constitution, in relation to Club-conducted carnivals and competitions the following shall apply:

7.1.1 Rules for the conduct, control and management of carnivals and competitions may be made, altered and repealed by the Director of Surf Sports, the Director of Nippers or the Director of Cadets (as the case may be) unless otherwise determined by the Board.

7.1.2 Rules for the adjudication of protests and disputes relating to carnivals and competitions may be made, altered and repealed by the Directors set out in Regulation 7.1.1 unless otherwise determined by the Board.

7.1.3 Rules provided for in Regulations 7.1.1 and 7.1.2 are documented in the current edition of the Club Competition Manual and Bulletins issued from time to time.

7.1.4 When rules are made, altered or repealed, each relevant State Centre, Branch and Affiliated Club shall be informed as required.

7.2 Competitive Rights, Obligations and Qualifications

Members, including competitors, acknowledge and agree that competing in lifesaving events, contests, carnivals and competitions attracts certain rights and obligations and requires certain qualifications. In relation to rights, obligations and qualifications the following shall apply:

7.2.1 Inherent in membership of the Club, but subject to gaining the appropriate qualification as prescribed by the Club and complying with the competition rules issued by the Club, is the right to enter and participate in events, contests, carnivals and competitions conducted by the Club.

7.2.2 Members are obliged to ensure they obtain and maintain the appropriate qualifications, including but not limited to awards, age limits, patrol obligations, proficiency tests, equipment requirements and any limiting disabilities, to enable them to enter and participate in events, contests, carnivals and competitions conducted by the Club.

7.2.3 Members acknowledge and agree that if they participate in, or use any Club equipment in, any event, contest, carnival or competition not sanctioned by the Club, they may be subject to disciplinary action under applicable SLSA processes.

7.3 Trophies, Prizes and Eligibility

In relation to trophies and prizes (whether cash or kind) and the eligibility of Members to compete for or accept such trophies or prizes, the Club reserves the authority to determine from time to time conditions relative to acceptability of trophies or prizes, reimbursement of expenses and eligibility to compete for trophies or prizes.

8. DISCIPLINE

8.1 Disciplinary Matters

In accordance with rule 12 of the Constitution, the Club adopts the grievances, judicial and discipline processes in relevant SLSA policies and regulations as amended from time to time.

8.2 Application

8.2.1 Where a Member has allegedly:

- breached, failed, refused or neglected to comply with a provision of the Constitution, these Regulations, or any resolution or determination of the Club;
- acted in a manner prejudicial to the Objects and interests of the Club and/or surf lifesaving; or
- brought the Club, any Surf Life Saving Club or surf lifesaving into disrepute,

the Board may refer the matter to the Club's Grievance Committee or the relevant SLSA process, or take such preliminary action as is permitted under rule 6.3(f) of the Constitution. The Grievance Committee acts in accordance with the SLSA grievance and discipline

policies adopted under rule 12 of the Constitution, and does not apply a separate Bronte-specific process.

8.2.2 Nothing in this Regulation prevents the Board from taking informal steps to facilitate resolution of a matter before invoking formal SLSA processes.

9. COMMUNICATIONS AND MEDIA

9.1 Adoption of SLSA Policies

9.1.1 All Members of the Club are bound by, and must comply with, the following SLSA and SLSNSW policies as they apply to member conduct on media and social media, in each case as amended from time to time:

- SLSA Policy 6.20 - Social Media;
- SLSA Member Protection Policy; and
- SLSA/SLSNSW Codes of Conduct.

9.1.2 These policies apply to all Member conduct on social media, in public statements, and in any other media context where the Member is, or could reasonably be perceived to be, representing or commenting on the Club or surf lifesaving.

9.2 Speaking on Behalf of the Club

9.2.1 Only the following persons may make public statements on behalf of the Club:

- the President;
- the Club Captain;
- the General Manager; or
- any other person specifically authorised by the Board for that purpose.

9.2.2 No other Member may make a public statement purporting to represent or speak on behalf of the Club without Board authorisation.

9.2.3 A public statement includes any statement made to a media organisation, published on a Club-operated or Member-operated platform, or issued in writing in circumstances where the Member is representing or purporting to represent the Club.

9.3 Media Enquiries

9.3.1 All media enquiries received by any Member must be referred promptly to the President or the Club's nominated media spokesperson.

9.3.2 The Board may by resolution appoint a person as the Club's nominated media spokesperson.

9.3.3 A Member who receives a media enquiry shall not respond to it on behalf of the Club unless they are an authorised spokesperson under Regulation 9.2.1.

10. MISCELLANEOUS

10.1 Meritorious Recognition

The Board may in its sole discretion from time to time recognise meritorious efforts by a Member in respect of exceptional contribution to the Club.

10.2 Club Property

No Member shall remove, or use for any purpose other than that for which it is intended:

10.2.1 any lifesaving, competition or carnival gear of the Club without the approval of the relevant portfolio director or the General Manager; or

10.2.2 any other property of the Club without the approval of the General Manager.

10.3 Motto

10.3.1 The Club may adopt a motto.

10.3.2 The Club's motto, if any, is determined by the Board from time to time.

Last updated: July 2026