



MIAMI BEACH SURF
LIFE SAVING CLUB INC.



MEMBER HANDBOOK
2011-2012 SEASON.



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WELCOME TO MIAMI BEACH SLSC FOR 2011-2012

Welcome to the Miami Beach Surf Life Saving Club. Miami Beach SLSC has been established since 1947. Ours is a family orientated club which sees the junior and senior activities as part of one club. Miami Beach SLSC prides itself on providing a safe, patrolled beach during the Season (September-May) and in developing lifesavers at all levels. We hope you enjoy the season and grow with our club.

THE CLUB

The Club has the focus of keeping our beach safe and works in with other clubs within the South Coast Branch to develop surf-safe beach goers and life savers of all ages and abilities. The Club offers many opportunities for individual growth and development both physically and emotionally and through the Surf Life Saving Academy is a registered training facility offering training to members in a variety of recognised courses connected with surf life saving. Patrols start from the beginning of the school holidays in September each year and finish at the end of the long weekend in May (Labour Day). We look forward to working with you all to make this season another fatality-free one at our beach.

JUNIOR ACTIVITIES

Junior Activities are an integral part of our club and surf life saving. They provide the next generation of patrolling members and through education, development and competition, but most of all fun, we hope to ensure that the goals and values of the association and the club are achieved. The way we achieve these goals is as important as the goals themselves.

Junior activities are conducted on Sunday Mornings and start at 8.00am, to be on the beach at 8.30am sharp. We meet in the grounds of the club where the children are signed on each week and then report to their Age Managers. The children must stay with their Age Managers at all times. The U/6 & U/7's must have a parent or guardian with them at all times. At the end of the session, about 10.30am, the Age Managers will bring the children back to the clubhouse for sign off. We then end the morning with a sausage sizzle and a drink for a nominal price. This is a good time to meet the other club members and their families.

Age groups range from under 6's through to under 14's. Your child's age group is determined by how old they are on midnight 30th September each year. The club's policy on accepting children under 7 (Green Caps) is that preference is given to parents enrolled in a bronze squad, existing proficient patrolling members of the club or a child having an older sibling already in Junior Activities. Under 6's must be at least 5 years old before they can join the Club.

The basic aims of Junior Surf Life Saving are instruction in surf safety, surf awareness, life saving skills and sports activities and to have lots of fun. **We do not teach children to swim.**

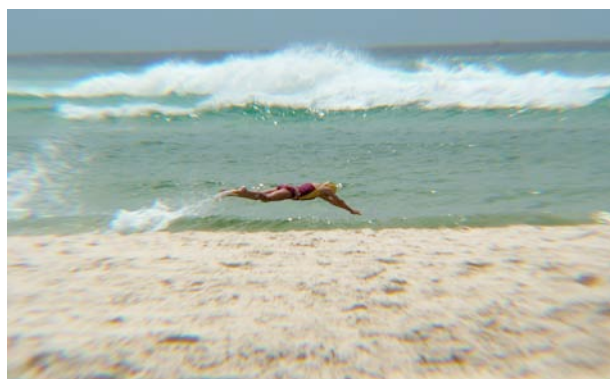
If you have any questions about the senior or the junior activities of the club please do not hesitate to contact us.

Yours in life saving and on behalf of the Club,

Evan Thomas, President

Wayne Austin, Club Captain

Janita Henwood, Chairperson Junior Activities



**CLUB CONTACT DETAILS
CLUB ADMINISTRATION**

POSITION	CONTACT	PHONE
ADMINSTRATION OFFICER	Robyn Hunt (hrs: Mon-Wed 10-3)	Club House Ph:5572 8219 Club Office Ph: 5572 0353 Fax: 5527 7216 Admin@miamibeachslsc.com.au

SENIOR CLUB

Position	Contact	Email
Club Patron	Ms Christine Smith MP	N/A
President * **	Evan Thomas (D.Cahill, S.Grant***)	President@miamibeachslsc.com.au
Deputy President * **	David Ward	DeputyPresident@miamibeachslsc.com.au
Secretary * **	Elaine Crawl	Secretary@miamibeachslsc.com.au
Treasurer * **	Edwina Gulson	Treasurer@miamibeachslsc.com.au
Club Captain * **	Wayne Austin	Captain@miamibeachslsc.com.au
Club Vice Captain(s) **	Nick Boike	ViceCaptain@miamibeachslsc.com.au
Chief Training Officer **	TBA	CTO@miamibeachslsc.com.au
Cadet/Youth Officer **	Alan Hobbs	ActiveMember@miamibeachslsc.com.au
IRB Officer	David Ward	
First Aid Officer	Emily Austin	c/o Club
Gear Steward (senior)	James Norton	0422 188 312
Radio Officer	Rob Snart	0434 314 034
Carnival Coordinator	D. Cahill	0419 642 799
Clubhouse Director	Colin Lamont	c/o Club
Safety Officer	Bryan Durham	c/o Club
Uniforms	Kylie Maras (Nippers) Evan Thomas (Patrols)	c/o Club
Gym	Wes or Jade Berg	0412 422 207
Finance and Property Committee	Pres., Treas., Secretary + D. Cahill	c/o Club
Building Committee	Treas.+ E Thomas, A Hobbs, B Jones, J Norton, M Ellis	c/o Club
Fund Raising Committee	Treasurer, Club Captain + K Fair, C Lamont	c/o Club
Social Committee	Capt. + A Hobbs, D Cahill, J Henwood, A Gulson	c/o Club
Membership Committee	Capt.+ one other member	c/o Club
Judiciary Committee	from Management Committee as required	c/o Club

JUNIOR ACTIVITIES

JA Chairman * **	Janita Henwood	0405 385 106 JuniorActivities@miamibeachslsc.com.au
JA Vice Chairman	Johan Planting	c/o Club
Secretary/Registrar	Anne Mcleish	c/o Club
Treasurer/Assistant	Kirrily Fair / Melanie Moss	c/o Club
Water Safety Officer/deputy	Rebekah Austin / Wayne Austin	c/o Club
Beach Marshall	Carmel Austin	c/o Club
First Aid Officer	Emily Austin	c/o Club
Gear Steward	Rod Henwood/ClintonMoss/Mick Hayes	c/o Club
Catering Officer	Shona Press	c/o Club
Carnival Coordinator	Janita Henwood	c/o Club
Junior Photographers	Lori Finglas & Helen Planting	c/o Club
Junior Fundraising	TBA	c/o Club

JUNIOR ACTIVITIES AGE MANAGERS

Under 7's Coordinator	TBA	
8's Age Manager	Mick Hayes	c/o Club
9's Age Manager	John Lance	c/o Club
10's Age Manager	Edwina Gulson	c/o Club
11's Age Manager	Tony Maras	c/o Club
12's Age Manager	Rod Henwood	c/o Club
13's Age Manager	Bruce Skea & Peter McLeish	c/o Club
14'2 Age manager	Jennifer Hobbs	c/o Club

TBA - to be advised; *Executive Committee; **Management Committee; *** Vice Presidents - advisory

ACCREDITED CLUB COACHES

Ironman	Wes Berg (L3); Steve Shipman (L1); Andrew Smith (L1)	Contact CTO
Swim	Wes Berg (L3); Alan Hobbs (L2); Wayne Austin (L1)	Contact CTO
Board	TBA	Contact CTO
Beach	Alan Hobbs (L1)	Contact CTO
Kayak	Denis Cahill, Greg Cahill	Contact CTO
IRB		Contact CTO

THE MIAMI BEACH SLSC SUPPORTERS CLUB

The Supporters Club is a separate entity but is related strongly to the main club through our constitution. All senior members of the main club are voting members of the Supporters Club. The purpose of the Supporters Club is to raise money to support the Surf Club and its activities in making Miami Beach safe. This includes support for training and equipment and competition as well as support during patrols on the beach. The Supporters club is a separate entity associated with the Club with its own committee and constitution.

President	Mark Ellis	
Deputy President	David Ward	
Secretary	Julie Grant	
Treasurer	Martin Cahill	
Member	Evan Thomas	
Member	Nick Boike	
Member	Terry Cawt	
Function Bookings	Jasmine Potter	
Venue Manager	Gary Coonan	c/o Club

BASIC MEMBER INFORMATION**MEMBERSHIP FEES**

(If fees are paid prior to 31 May in any year a 10% discount applies)

Life Member	\$ 0.00
Long Service Member	\$ 30.00
Active Senior member/Award Member (officials/age managers)	\$ 70.00
Associate member (18+)	\$ 80.00
Cadet (15-18)	\$ 50.00
Family (2A+1C)	\$175.00
(2A+2C)	\$190.00
(2A+3C)	\$215.00
Nipper	\$ 35.00
Additional children (U8-U14)	\$ 25.00
Green Cap	\$ 20.00
Nipper Levi (U8-U14)	\$ 50.00

Note:

- Membership fees for continuing members fall due on May 1 each year. Member's wishing to use club facilities and/or train during the off season should be financial
- A child cannot join the club unless at least one parent or guardian joins as well.
- All members of the Club must apply for or hold a current 'Positive Notice for Child Related Employment' (Blue Card).

CLOTHING

Club clothing is available from the office. There is a range of clothing from swimmers to rash shirts to T-shirts. Clothing is available for purchase each Sunday from 8am-8.30am WHEN Junior Activities are on. Please enquire with the Uniform Officer.

SUNSCREEN

Sunscreen is not provided by the club, but UV 30+ water proof is recommended. Members and children are encouraged to use it at all times during club activities.

RAFFLES

The Club runs a series of raffles over the season and donations for raffles are greatly appreciated e.g. wine, meat trays etc. Please let a member of the Executive Committee know if you can help with raffles.

HELPING DURING ACTIVITIES

As a small club Members are also expected to help with the running of the club, including the Supporter's Club. This could involve helping to set equipment up, organising the BBQ and helping in the activities on the beach and in the water. Please fill in the attached form (see last page) and return to the Office for the Club Secretary.

CODES OF CONDUCT

Surf Life Saving Queensland

In Surf Life Saving Queensland, we are a diverse and talented team of people, committed to a common purpose, performance goals and set of guiding principles for which we hold ourselves mutually accountable.

OUR PURPOSE AND GOAL

Zero preventable deaths on Queensland Beaches

OUR PRINCIPLES

- We always do what we say we will do
- We will always acknowledge performance excellence and support the people who strive to achieve it.
- We will positively embrace change.
- We will share responsibility for open, honest communication.
- We will be accountable to our customers for the delivery of outstanding service.
- We will always positively protect and promote our brand and its values

CODE OF CONDUCT FOR ALL MEMBERS

1. Respect the rights, dignity and worth of others;
2. Be fair, equitable, considerate and honest in all dealings with others;
3. Be aware of, and maintain an uncompromising adherence to SLSA standards, rules, regulations and policies;
4. Be professional in, and accept responsibility for actions;
5. Make a commitment to providing quality service;
6. Use facilities and equipment for their proper purposes, and care for and maintain such facilities and equipment correctly;
7. Refrain from anything which may abuse, intimidate or harass others;
8. Preserve and protect the standing and reputation of the Association;
9. Understand the consequences of any breach of SLSA's member protection policy or codes of conduct.

SPECIFIC CODES OF CONDUCT FOR ADMINISTRATORS, DIRECTORS AND OFFICERS

10. Be fair considerate and honest with others;
11. Operate within the rules of the SLSA;
12. Be professional in all actions. Language, presentation, manner and punctuality should reflect high standards;
13. Resolve conflicts fairly and promptly through established procedures;
14. Maintain strict impartiality;
15. Maintain a safe environment for others;
16. Show concern and caution towards others;
17. Be a positive role model.

SPECIFIC CODES OF CONDUCT FOR COACHES AND OFFICIALS

10. Be Responsible for matters, concerning the coaching, training, development and competition of surf lifesavers;
11. Maintain a 'duty of care' towards others and an accountability for matters relating to training and competition;
12. Have a good sound working knowledge of SLSA policies, rules and regulations, officiating and coaching techniques;
13. Ensure that any physical contact with others is: (a) Appropriate to the situation and; (b) Necessary for the person's skill development;
14. Provide a safe environment for training and competition;
15. Be a positive role model for surf lifesavers and SLSA.

SPECIFIC CODES OF CONDUCT FOR TEAM MANAGERS - AGE MANAGERS - CHAPERONES

10. Be responsible for the overall welfare and well-being of the team members and officials when travelling with a team;
11. Maintain a 'Duty of Care' towards team members and an accountability for the management of the team;
12. Have a sound knowledge of SLSA policies, responsibilities (and competition rules where necessary), and ensure that the conduct of the team is in accordance with these policies and guidelines;
13. Foster a collaborative approach to the management of the team.

SPECIFIC CODES OF CONDUCT FOR YOUTH LEADERS

10. Recognise the importance of, and encourage the development of, members encompassing camaraderie and team work;
11. Treat members with respect and accept the duty of care for the welfare, safety, health and happiness of members and conduct themselves responsibly;
12. Be a role mode to all members and conduct themselves in a manner befitting a leader within Surf life Saving;
13. Adhere to all Association Policies and ensure that the 'Duty of Care' to all members is met in these areas;
14. Accept the adults in Surf Life Saving so not involve themselves in unobserved activities with individual youth members;
15. Realise that physical and verbal abuse, neglect or any other type of abuse is unacceptable conduct by any members of the Association;
16. Allow members the opportunity and access to fain valuable leadership qualities and skills through lifesaving and surf sports activities;
17. Provide the best possible lifesaving and sporting activities for members with the view to encouraging and promoting long term active participation;
18. Be reasonable in demands on members' time, energy, enthusiasm and commitment; Ensure young members are involved in planning leadership, evaluation, and decision making processes at carious levels within the association.

GENERAL MEMBER CONDUCT

- The benefits of Club privileges shall be permitted only to members of the Club and such Association visitors as are approved by the Captain and Clubhouse Director and/or written approval of the Secretary.
- Preference in allocation of accommodation shall be determined on the following basis:-Active Members, Active Reserve Members, Cadet Members, Life Members, Long Service, Qualified Associates, Award members, visiting Association Members.
- Cadet Active members shall be permitted to stay in the clubhouse on weekends during the season providing, there are two or more, and a Senior Active Member or Senior Committee member is present. Cadet Active Members shall not be permitted to stay in the clubhouse on weekends during the winter season unless a Senior Active Member or Senior Committee Member is present.
- Any member who is desiring to stay at the clubhouse other than weekends and Public Holidays, for the 6 weeks of Christmas (Sate School Holidays), and the week before and after Easter. Shall be required to make written application to the Secretary providing at least ten (10) days notice is given and providing that any such privilege shall not be extended beyond three (3) consecutive weeks. Restrictions on Cadet Members as per Point 3 above are applicable at all times.
- Unseemly conduct likely to interfere with the comfort of other members of the Club shall not be tolerated and members are requested to assist in preventing such conduct.
- Damage occasioned to clubhouse facilities shall be subject to investigation and decision of liability by the Membership Committee.
- Members shall use their individual efforts in preserving the cleanliness of the Club's quarters.
- A roster of weekend duties shall be placed on the Notice Board by the Clubhouse Director.
- Any refusal of clubhouse duties shall be dealt with by the Membership Committee.
- Bad language shall not be tolerated in the clubhouse.
- Pets shall not be allowed in the clubhouse.
- Clubhouse keys shall be in the control of the Club Captain, Clubhouse Director, Secretary and President.
- Wet costumes shall not be permitted into the sleeping quarters or kitchen nor allowed to remain in the dressing room.
- Food stuffs shall not be brought onto Club premises or stored or consumed therein except in the kitchen or such other areas as may be designated from time to time by the Committee.
- All kitchen and cleaning duties shall be completed as soon as possible after completion of meals and shall be done to the satisfaction of the Clubhouse Director.
- Liquor may only be consumed in the clubhouse at an organised function arranged by the Committee. Or in the Bar room during opening hours.
- The First Aid Officer, his assistants and patients are the only persons permitted in the First Aid Room. First Aid equipment shall be used for first aid purposes only.
- Junior (Nipper) members shall be permitted the use of the "Club Room" whilst under the supervision of a Club Official.

BUNK ROOMS AND LOCKERS

BUNK ROOMS

- Only members are allowed to stay in the bunkrooms
- Members staying in the bunk rooms must be involved in approved club activities (patrolling, junior activities, training, competing)
- Males are not permitted in the female bunkroom. Females are not permitted in the male bunkroom.
- Eating, smoking and drinking shall not be permitted in bunkrooms
- The use of clean sheets or sleeping bag and clean pillow case shall be compulsory and members who do not provide themselves with a pillow case, sheets or sleeping bag shall be denied the use of the clubhouse premises.
- Noise, likely to interfere with the sleeping members will not be tolerated.
- Main lights in sleeping quarters must be extinguished by 12 midnight.
- All members shall vacate their bunks by 7 am.
- Quarters shall be swept, beds made, private clothing and belongings left in an orderly manner by 9 am.
- All lockers shall be cleared of clothing each weekend. Locker inspections shall be carried out by the Clubhouse Director and/or Club Captain.

LOCKERS

- Male and female lockers are applied for and issued annually on the following priority basis with focus on patrolling members and where practicable families sharing larger lockers. Applications for lockers can be made at anytime to the management committee. Applications will be considered on their merits and on the availability of lockers.

PATROLS AND ACTIVE MEMBER RESPONSIBILITIES

(refer to the patrol operations manual and annual patrol agreements for detail)

- The patrol season shall be as decided by the Branch, annually.
- The method of patrol duties shall be determined by the Management Committee prior to the commencement of each Season.
- Active Members shall attend patrols as rostered or appointed provided that:
 - Active Cadet Member shall be eligible for duties only commensurate with their qualifications;
 - A member desirous of transferring from one Patrol to another shall do so only with the consent of the Captain of the Club;
 - It shall be permissible to appoint a substitute, when unable to attend, the member appointing such substitute to be responsible in the event of the substitute not attending;
 - Representation at any Carnival as a Selected Competitor or Carnival Official or at any demonstration or meeting of the Association does not constitute attendance and it shall be the responsibility of the individual to arrange substitution in these instances;
 - Exemption for patrol duty may be granted by the Captain in special circumstances but for extended periods of exemption written application shall be made to the Committee who shall decide the issue;
 - At each Meeting of the Management Committee a report, taken from the Patrol Register, shall be tabled by the Club Captain or his deputy indicating any breaches that require investigation as provided for in By-Law 6/6.8.
- The first Patrol on duty shall see that all lifesaving gear including operational IRB is placed in position on the beach and the last Patrol on duty shall return such gear to the clubhouse or gear room.
- The Patrol shall assemble in the Club Room five (5) minutes before the appointed hour to commence duty unless it is the first patrol of the day, in which case it shall assemble 15 minutes before the appointed hour.
- A member who is late for Patrol duty or who misses a Patrol without notifying his Patrol Captain or the Club Captain may be allotted a Penalty Patrol or other duties at the discretion of the Club Captain. Failure to attend penalty patrol incurs automatic suspension until the next Club Meeting.
- Patrol members shall wear Association Caps and other dress as directed by the Association.
- Before the Patrol commences duty, the Patrol Captain shall detail the position each man is to take in the event of rescues, allocate qualified IRB personnel to the IRB, and shall detail a member to tower or lookout duty.
- In the absence of the Patrol Captain the Patrol Vice-Captain shall have like power and authority.
- Members of Patrol and activities of the patrol are under the control and direction of the Patrol Captain, and members are not allowed to leave the patrolled area unless extenuating circumstances arise and then must first obtain permission from their Patrol Captain.
- In the event of the Patrol having finished its term of duty, and the succeeding Patrol failing to relieve it, the Patrol Captain shall ensure that an adequate Patrol is maintained, whilst they report to the Club Captain.
- Patrol Captains are held responsible for the efficiency of their Patrols, and are required to record in the Patrol Register the names of absentees from their Patrols, and any irregularity such as being late, leaving early or not being in the regulation dress.
- Patrol Captains shall regularly test their Patrol on their ability and knowledge of the resuscitation methods and rescue procedures utilising the gear on patrol.
- A member shall obey his Patrol Captains, either in the actual work of lifesaving, or any other duty associated with the activities of the Patrol within the Club.
- Clubs are reminded of requirements as per the Association's Memorandum of Association, Articles of Association and Rules & Regulations
- Patrol Exemption Policy In relation to Patrol duties the following shall apply:
 - Members, Clubs and the Association generally, must recognise the obligation of all members to perform patrol duties and/or other duties within the Surf Life Saving structure.
 - Exemptions from patrol, or other duties, may only be granted in the most exceptional of circumstances.
 - *Clubs may provide exemptions for senior Club Officers, and persons whose Club duties are such that exemption is provided in the Club Constitution and ByLaws or, by special resolution of a General Meeting of the Club.
 - **The Association may provide exemption from all -or part -of Club patrol duties for members of the Board of Surf Life Saving, senior Association Officers or, members of Association patrols or rescue services.
 - Under no circumstances shall competitors be granted patrol, or Club duty exemptions, solely upon competition reasons.
 - Any patrol, or duty exemption, granted by a Club -unless those provided for in
 - * and ** above must be immediately submitted for ratification to the Association (Branch or State) stating names and reasons for exemption.
- Patrol Captains are required to ensure that the Patrol, Radio and IRB logs are completed.
- Patrol Captains are to ensure that motorised equipment is driven only by members with the appropriate licences.

NOTE: Providing the spirit of these Rules are not minimised in any manner, Clubs may see fit to provide for their own problems in relation to patrols.

SIGN-ON, AND ANNUAL POOL EVALUATION AND BEACH EVALUATIONS

Sign-on for new members, and renewals for existing members, must be completed prior to commencing awards and proficiencies, *and by no later than the commencement of the season.*

Pool proficiencies will be conducted by the club prior to the season (see Club Calendar for specific details). The Club may accept alternative pool proficiency arrangements, e.g. a signed letter from a registered swim coach showing the date and time the required pool proficiency was completed and the time taken for the swim.

- All active Seniors and Cadets (U15-18) must do a proficiency each year.
- All juniors U8-U14 must complete both pool and beach evaluations appropriate to their age group as soon as possible at the beginning of the season.
- All junior club members (U8-U14) must attain toward the award for their age group. These need to be completed early in the season to allow the junior member to compete.

Junior Preliminary Skills Evaluation Process (U6-U14)



The distances below are the minimum requirements for SLSC South Coast Branch Clubs.



	Preliminary Evaluations		Competition Evaluation	Age Award
	Pool Evaluation	Competency Beach Evaluation (Run-Swim-Run)		
Under 6	Kick on wall with face in water 30 second float.	Nil (shallow water activities only)	NA (No Competition)	Surf Play 1
Under 7	Torpedo (push off wall) with face in the water 30 second float.	Nil (shallow water activities only)	NA (No Competition)	Surf Play 2
Under 8	50 metre swim (freestyle) 1 minute survival float.	25m-25m-25m Run-Wade-Run	Run - Wade - Run (25m x 25m x 25m)	Surf Aware 1
Under 9	50 metre swim (freestyle) 1 minute survival float.	50m-50m-50m Run-Swim-Run.	Minimum 150m open water swim (competition course distance as per competition manual)	Surf Aware 2
Under 10	100 metre swim (freestyle) 1.5 minute survival float.	50m-50m-50m Run-Swim-Run.	Minimum 150m open water swim (competition course distance as per competition manual)	Surf Safe 1
Under 11	100 metre swim (freestyle) 2 minute survival float.	50m-100m-50m Run-Swim-Run.	Minimum 250m open water swim (competition course distance as per competition manual)	Surf Safe 2
Under 12	200 metre swim (freestyle) 2 minute survival float.	50m-100m-50m Run-Swim-Run.	Minimum 250m open water swim (competition course distance as per competition manual)	Surf Smart 1
Under 13	300 metre swim (freestyle) 3 minute survival float.	100m-100m-100m Run-Swim-Run.	Minimum 250m open water swim (competition course distance as per competition manual)	Surf Smart 2 AND Basic Resuscitation Certificate
Under 14	400 metre swim (freestyle, in less than 9 minutes) 3 minute survival float.	100m-100m-100m Run-Swim-Run.	Minimum 250m open water swim (competition course distance as per competition manual)	Surf Rescue Certificate
Notes	Every junior member must successfully complete the Pool Evaluation prior to undertaking competency beach evaluation. This is a minimum standard water proficiency requirement. No water activities permitted until successful.	Every junior member must successfully complete the Beach Evaluation prior to undertaking the competition evaluation. Any child that does not meet the required evaluation level will require a higher level of supervision when involved in water based activities.	The competition evaluation must be achieved before being eligible to compete in inter-club competition. This is a minimum standard open water proficiency requirement. Distances may be adjusted by the Chief Assessor dependent on risk assessment.	If a child wishes to compete in a Branch and/or State Championship event, their respective age award must be completed prior to close of nominations.
Assessor	Bronze Accred Swim Coach; OR SLBA Level 1 Surf Coach; OR AUSTSWIM Instructor; OR Assessor (SRC/Bronze).		Assessor (SRC/Bronze)	

Pool and Beach Evaluations (does not include rescues and paper for U15 and up)

Age Group	Swim * (non-stop, no assistance, no fins)	Float (Minutes)	Run-Swim-Run **
SRCs	400m freestyle swim (under 9minutes)	N/A	100m run - 100m swim- 100m run
U15 and seniors	400m freestyle swim (under 9 minutes) (200m in 5 mins if not competing - U15s only)	N/A	200m run - 200m swim- 200m run

*-Preliminary evaluation; **- Competition evaluation

AWARD PROFICIENCIES

- All active members, Senior and Cadet, must complete proficiencies in all awards held (Bronze Medallion, IRB Driver and Crew, Advanced Resuscitation and Defibrillation). Patrol Captains and First Aid Certificate holders should check if they are required to do a refresher.
- Award proficiencies must be completed on one of three days prior to 31 December in accordance with South Coast Branch Policy. No late proficiency opportunities will be available after that date.
- Club proficiency dates are set out in the Calendar.
- Members not completing proficiencies at our Club will require approval to attend a proficiency day at another club.

JUNIOR ACTIVITIES

UNDER 6's & 7's

- Must wear a green cap at all times
- Must have parent/guardian with them at all times
- Learn basic skills, competition club wades, beach sprints, beach relays and beach flags
- They do not compete in official surf carnivals

UNDER 8's - 10's

- Must wear a gold with maroon striped cap at all times
- Compete in wades, beach sprints, beach relays, beach flags, foam surfboard paddling and supervised surf swims
- May compete in official surf carnivals

UNDER 11's - 14's

- Must wear a gold with maroon striped cap at all times
- Compete in beach sprints, beach relays, beach flags, fibreglass board paddling, iron person, supervised swims and board rescues
- May compete in official surf carnivals

Age groups are capped at 25-30 children per age group. Where numbers for a particular age group exceed 25 children a second age manager must be appointed and providing we have the available resources the group will be split and will not exceed 25 children in each group. Where an age group is close to reaching its cap preferences will be given to juniors where parents have or are willing to gain SLS qualifications (i.e. Bronze). All children must pass a competition evaluation and complete awards for their age group before they can compete in any carnivals. In order to compete in Club Championships you must have completed your beach evaluation relevant to your age group - details provided in the section called Junior Activities and club awards. Parents are also encouraged and invited to obtain their Bronze Medallion and other SLSC awards as this helps the Club and Junior Activities to run smoothly. Please feel free to enquire at any time about these awards.

GENERAL

- Board/Ski owned by the Club or its members shall be stored under the control of the Board & Ski Officer.
- Members shall not use other members' Board & Ski without prior approval of the owner.
- Members shall not use Club gear without prior approval/induction by the Board & Ski Officer, Gear Steward, Club Captain or Chief Training Officer or relevant coach.
- The Boards/Skis should never be launched or brought in near the marked surf bathing area or buffer area, nor where bathers are likely to be encountered.
- Access to club equipment is a privilege and all boards/skis should be treated with the greatest care and never be inadvertently bumped into things or other boards, or dragged on any surface including sand.
- **If any member cannot work within these rules they should not use club equipment and consider buying their own.**

SENIORS/CADETS (U15+)

- Before using boards/skis, members must be inducted by the Gear Steward Board Coach (or nominee) into their correct/safe use and these rules, and be allocated a board(s) suitable to their level of experience and size. Newer boards are generally reserved for members training for competitions within the season.
- **NO BOARD/SKI IS TO BE TAKEN AWAY FROM THE CLUB WITHOUT THE PERMISSION OF THE GEAR STEWARD.**
- When taking a board/ski from the clubhouse to the beach extreme care must be taken so as not to damage it and if possible use a "buddy" to help get the board out of the gear shed
- All members using boards/skis must at all times display a responsible attitude and show care and attention in and out of the water as you are highly visible and representing the club.
- Any member who secures a specific donation of a board/ski (or money for the same), can (after Management Committee Consent and the board being labelled as a club board) be allowed exclusive use of that 'Club' board until they are no longer actively competing for the club (at least two carnival events per season). The board will revert to a general access club board.
- Members are responsible for any board/ski they are using until it is returned safely to the racks.
- Any damage to boards/skis must be reported to the gear steward as soon as possible. This includes accidental damage or damage outside official training sessions. A "damaged" or "repair" tag must then be attached to the board, and the board number written on the whiteboard in the gear shed so that it can be repaired as soon as possible.
- **ANY** damage caused to boards/skis (including exclusive use boards) outside official training and competitions must be repaired professionally at the member's expense. The repair must be done to the satisfaction of the gear steward.

JUNIORS ACTIVITIES (U8-U14)

- U8's-U10's can only use foam boards during official junior activities. U8's and U9's should use the older boards while U10's-U11's may use newer boards
- U8's -U10's may borrow an older foam board for training purposes outside junior activities times, but only with the approval of the board coach and age manager and gear steward. The club is not responsible for any damage done by or to the board when on loan. Any board that is damaged outside official junior activities times must be repaired professionally at the expense of the borrower. If a board is borrowed it can only be used by a club member.
- U11's-U14's can use fibre-glass boards during junior activities but may be directed to use foam boards depending on conditions
- U11's-U14's may borrow an older fibreglass board for training purposes outside junior activities times, but only with the approval of the board coach and age manager and gear steward. The club is not responsible for any damage done by or to the board when on loan. Any board that is damaged outside official junior activities times must be repaired professionally at the expense of the borrower. If a board is borrowed it can only be used by a club member.
- Where possible the better newer boards - foam (8-10s) and fibre glass (11-14's) will be restricted to training for, and use at, carnivals. Only children nominated for carnivals will be able to use these boards.
- U14's are to compete at inter-club carnivals on full length 'Malibu' boards as outlined by SLSA board of surf sports. For the Purposes of junior activity days at Miami Beach SLSC, and Miami Beach SLSC club championships, the smaller fibreglass 'junior' boards may be used.
- Full sized rescue boards and racing boards are only to be used by 'Active' members or members training for their bronze/SRC.
- **UNDER NO CIRCUMSTANCES ARE JUNIORS, WITH THE EXCEPTION OF UNDER 14'S, TO USE FULL SIZE OR ¾ SIZE BOARDS**

SURF EDUCATION

SENIORS AND CADETS

- Contact the Chief Instructor and the most recent edition of Surf Lifesaving Training Manual for details;

- Basic Resuscitation Certificate (10+)
- Resuscitation Certificate (12+)
- Basic Emergency Care (13+)
- Surf Rescue Certificate (13+)
- Radio Operators Certificate (Desirable for all members 14+)
- Bronze Medallion (15+)
- Advanced Resuscitation Certificate (15+)
- Operational First Aid Award (Senior First Aid) (15+)
- Defibrillation Certificate (16+)
- IRB Crew Certificate (16+)
- Offshore Rescue Boat/Jet Rescue Boat Crew Certificate (16+)
- Advanced Emergency Care (Silver Medallion) (17+)
- Radio Controllers Certificate (Silver Medallion) (17+)
- IRB Drivers Certificate (Silver Medallion) (17+)
- ATV Operators Certificate (17+, at least one other award - required by all licensed patrolling members)
- Basic Beach Management (Silver Medallion) (18+; for patrol Captains)
- Advanced Life Saving (Gold Medallion) (18+)
- Rescue Water Craft Certificate (18+)
- Jet Rescue Boat Drivers Certificate (18+)
- Offshore Rescue Boat Specialist Crew Certificate (18+)
- Offshore Rescue Boat Drivers Certificate (18+)
- Offshore Rescue Boat/Jet Rescue Boat Skippers Certificate (18+)
- Training Officers awards (Train Small Groups)
- Cert IV in Assessment and Workplace Training

Note:

- Trainers and Assessors must be accredited for each award they are training and assessing in.
- Officials need to undertake training and accreditation at courses and carnivals.
- Coaches need to undertake training and accreditation in the discipline they are coaching in.
- Age Managers need to undertake training to be aware of their responsibilities

JUNIOR ACTIVITIES

Surf education is an integral part of Junior Surf Life Saving. The theoretical and practical training of juniors covers a range of topics from geographical concepts to social issues. All members are required to gain the respective Surf Education award prior to Branch Titles. Each age group will be receiving surf education, appropriate to their age group, as part of the cycle of events at each day.

U6's (Surf Play 1) and U7's (Surf Play 2):

- Develop an awareness of Surf Lifesaving Australia, and what lifesavers do.
- Understanding and developing introductory running, swimming and paddling skills in a surf or aquatic environment.

U8's (Surf Aware 1)

- Develop an understanding of who goes to aquatic venues and what they do there.
- Develop an awareness of Surf Lifesaving Australia, and what lifesavers do, and who can be a lifesaver.
- Understanding and developing introductory running, swimming and paddling skills in a surf or aquatic environment.

U9's (Surf Aware 2)

- Develop basis of beach, ocean and aquatic sense.
- Develop a basic awareness of the various hazards in beach or aquatic environments.
- Expand understanding and development of running, swimming and paddling skills in a moderate surf or aquatic environment.

U10's (Surf Safe 1)

- Develop an awareness of aquatic usage trends and activities are local venues.
- Develop an awareness and knowledge of safety services in the local area.
- Develop running, wading, dolphin diving, swimming and paddling skills in moderate surf or other aquatic environment.

U11's (Surf Safe 2)

- Develop an awareness of self-survival concepts in the surf or aquatic environments.
- Be introduced to basic airway management techniques and initial first aid procedures.
- Expand running, wading, dolphin diving, swimming and paddling skills in moderate surf or other aquatic environment.

U12's (Surf Smart 1 & Basic Resuscitation)

- Develop an enhanced understanding of lifesaving and functions of life saving services.
- Develop enhanced understanding of physical characteristics of beaches and other aquatic environments
- Develop an awareness of basic rescue skills, safety planning and activities.
- Enhance running, wading, dolphin diving, swimming and paddling skills.

U13 (Surf Smart 2 & Basic Resuscitation) and 14's (SRC)

- Develop an understanding of the principles of first aid.
- Develop basic knowledge of resuscitation skills.
- Develop introductory rescue skills in aided or unaided approaches.
- Enhance running, wading, dolphin diving, swimming and paddling skills.
- SLSA Resuscitation Certificate (Under 13)
- SLSA Surf Rescue (Under 14)

TRAINING, COACHING & TEAMS.

EXTRA TRAINING AND COACHING

There is a scheduled club training swim each Saturday and Sunday morning at the club.

Training sessions are conducted at the club once the season commences. Training days and times are as follows

- Monday
- Tuesday
- Wednesday 5.30am - Fitness & Gym
- Thursday
- Friday 4.00pm - Board & Swim
- Saturday 10.00am - Beach & Water All Age Groups
- Sunday

- Extra coaching and training is available from accredited coaches (see contacts list).

Note: Training outside nominated club times is at your own risk.

SURF SPORTS STRUCTURE

The surf sports committee shall consist of Club Coach, Team Manager Masters, Coach Masters, Team Manager U15 - Open, Coach U15 - Open, Team Manager U14, Coach U14, Team Manager Surf Rescue Competition, Coach Surf Rescue Competition, Team Manager IRB's and Coach IRB's. This committee shall.

- a) at all times be subject to the direction of the Club Management Committee
- b) prepare and present to the management committee a budget covering all financial matters associated with club teams
- c) be responsible for any outfitting and funding in excess of provision made by the club management committee
- d) submit progress reports regularly to the management committee
- e) in the case of a large financial commitment submit a statement with receipts and invoices within 30 days after the completion of the event
- f) Prepare a yearly club competition plan including training and present to the club management committee.
- g) Select teams to represent the club and their decision will be held as final

Each Team Manager (Masters, U15 -Open, U14, Surf Rescue, IRB) shall

- a) at all times be subject to the direction of the Surf Sports Committee
- b) be responsible for the assembly (after selection), transport, accommodation and general behaviour of the team
- c) be responsible for the advertising and collation of carnival entries
- d) be responsible for any forms that may need to be lodged as part of the entry process
- e) himself or his appointed proxy attend all official briefings at events where the club is represented
- f) the case of a large financial commitment submit a statement with receipts and invoices within 30 days after the completion of the event

CLUB FACILITIES/GYM ACCESS

Members are entitled to use the club facilities such as the showers toilets and the Gym. For access to the gym contact Wes Berg. Active seniors have free access, after induction by Wes Berg and making bookings for sessions with Wes. Interested Associate members will need to develop a personal training regime with the Gym instructors and will be required to pay a fee to cover their time.

CARNIVALS

SENIORS

- The Club competes in an annual friendly combined Junior and Senior 3-way 'MNM' carnival (Mermaid-Nobbys- Miami), but there are a number of carnivals open to senior members throughout the season. The list of carnivals is available at the SLSQ website (<http://www.surflifesaving.com.au>)
- Contact the Club Captain if you wish to compete in any carnivals to arrange a team manager
- Nominations must be completed and with the Club Administrator three weeks prior to a carnival or other earlier published deadline to avoid late entry fees. Members may be held personally liable for late entries
- Unless otherwise approved by the Executive Committee, members are to pay their own entry fees.

JUNIOR

Parent involvement

It is important to encourage nippers to compete at carnivals as these build skill and confidence. When nominating children for carnivals the club must also supply Officials, First Aid Officers and Water Safety Officers (one for every 10 competitors) or our children may not be able to compete. If at a carnival there are not enough officials/water safety for the number of children nominated preference will be given to children whose parents are officials, first aid, water safety or age managers.

For our children to compete, we need to ensure that we have parents able to do water safety (Surf Rescue Certificate or Bronze medallion) or that are trained as First Aid Officers or as Officials. If you think that your child will be interested in competing let Janita know so we can help to get you ready to assist at the carnivals and help your child compete.

Junior Carnival Nominations

Carnival dates are published in the calendar. Nominations for each carnival must be finalised at least 4 weeks before each date to enable time to get them through to Branch. All nominations must be authorised by a parent or guardian before they will be accepted. Children may nominate in all individual events in their age group. The Team Manager will nominate those children into team events. The Team Manager may make interchanges on the day depending on conditions. Most importantly the child has the final say to be able to compete if conditions are suitable and withdraw if not. There is no shame in withdrawing if conditions are bad. Nominations are to be lodged with the appropriate Carnival Coordinator prior to close of nominations. A nomination fee per carnival (prices as per Branch charges) is payable before nominations will be processed.

In order to be supported by the Club, the Club has a policy whereby nippers are required to qualify for State Championships. State Centre/South Coast Branch set qualification criteria for U/11's to be eligible for entry into the State Championships Carnival. Miami Beach applies the same criteria for U/11's through to U/13's. U/14's are open nominations for individual events however nippers must have participated at the Branch Carnival before they can be nominated for the State Champions. All team events for the State Championships are selected by Branch based on results at Branch Titles.

During the season a 3 way carnival between Miami Beach, Nobby's Beach and Mermaid Beach is conducted, commonly referred to as an MNM Carnival (see calendar for details). This carnival is a friendly carnival designed to provide our nippers experience in carnival competition, no nomination fee is required for this carnival. Participation at this carnival will earn points towards club championships.

Junior Carnival Events

U8's

- Shallow wade
- Deep wade
- Flags
- Sprints
- Sprint Relay

U9's to U10's

- Individual Swim
- Team Swim
- Individual Board
- Shallow Wade
- Shallow Wade Relay
- Flags
- Sprint
- Sprint Relay

U11's to U14's

- Individual Swim
- Team Swim
- Individual Board
- Board relay
- Board Rescue
- Flags
- Sprint
- Sprint Relay
- Ironman/maiden (Board, Swim, Run)

SEASON AWARDS, CLUB CHAMPIONSHIPS AND POINTS- SENIORS/CADETS AND JUNIOR ACTIVITIES

SENIORS/CADETS:

PERPETUAL (SEASON) AWARDS-

- **Life Member Award:** Active Senior with at least 15 years continuous service including holding executive roles.
 - **Long Service Award:** 10 years of continuous service (can be from other clubs)
 - **Bruce Gigler Memorial*:** Executive member who has contributed beyond the expectations of their role.
 - **Fundraiser of the Year:** Member who has contributed most to fund raising
 - **Club Member of the Year:** Member who has made an outstanding contribution across the whole club
 - **Volunteer of the Year:** Associate member who has made an outstanding contribution to the club
 - **Active Life Saver:** Active Senior Member who has contributed most to patrolling the beach
 - **Active Junior Life Saver:** Active Cadet who has contributed most to patrolling the beach
 - **Most Improved member:** A current Active Member who made biggest improvement over the season
 - **Rookie of the Year:** Outstanding performance in their first full season after attained their Bronze Medallion
 - **Masters (Male and Female) Club Champions:** Based on points at Club Championships
 - **Open (Male and Female) Club Champions:** Based on points at Club Championships
 - **U17 (Male and Female) Club Champions:** Based on points at Club Championships
- *Bruce Gigler was a much loved and respected member of the Club from 197? to 197?, until his tragic death in a motor vehicle accident. The members established a perpetual memorial award in his name to acknowledge the contribution of a member of the executive who has contributed well beyond the requirements of their role.

SENIOR CLUB CHAMPIONSHIPS

Competitors must have completed at least 25 hours of active patrols during the season and have their competition rights with Miami.

Points for Club Champion are awarded per event with 4 points for 1st down to 1 point for 4th place. Competitors who place at least 4th in an event will receive a trophy at the annual dinner.

Only one trophy will be awarded to each successful competitor showing all their placings (4th and better).

EVENTS FOR CLUB CHAMPIONSHIPS

Masters

Male - Flags, Sprint, Swim, Board, Ski, Iron person

Female - Flags, Sprint, Swim, Board, Ski, Iron person

Open

Male - Flags, Sprint, Swim, Board, Ski, Iron person

Female - Flags, Sprint, Swim, Board, Ski, Iron person

U17

Male - Flags, Sprint, Swim, Board, Ski, Iron person

Female - Flags, Sprint, Swim, Board, Ski, Iron person

U15

Male - Flags, Sprint, Swim, Board, Ski, Iron person

Female - Flags, Sprint, Swim, Board, Ski, Iron person

JUNIOR ACTIVITIES

ATTENDANCE POINTS

One point will be awarded for each attendance on the nipper calendar. Attendance at carnivals will also be counted. Only one attendance point is available each weekend. In the event that the Miami Club hosts a carnival that is not open to all age groups and normal Junior Activities are not conducted that weekend a point will be awarded to nippers that turn up and assist in running the carnival.

SEASON AWARDS

Each nipper that has an attendance rate of 70% or greater is eligible for a participation award at the end of the season. Additional trophies are also awarded at the end of the season for Most Improved, Encouragement Award, Carnival Competitor and Champion Lifesaver. Criteria for these awards are listed below:

- **Most Improved:** A trophy is awarded to the nipper in the club who the coaches and age managers believe has improved the most in one season. This will typically be awarded to a nipper who has made greatest gain in one season, such as but not limited to, placing in carnival championships compared with previous seasons. High attendance throughout the season will count toward this award. A nipper must be in the Club greater than 12 months to be eligible for this award.
- **Encouragement Award:** A trophy is awarded to the nipper in the Club who is selected by the coaches and age managers as having displayed a positive attitude and tried hard all year but was not able to place in carnivals or Club Championships. High attendance throughout the season will count toward this award.
- **Carnival Competitor:** A trophy is awarded to the nipper in the Club who excels at nipper carnivals. This will typically be awarded to a nipper that competes in many carnivals, places in carnivals or qualifies for state qualification.
- **Champion Lifesaver:** A trophy is awarded to an Under 14 nipper in the Club who has demonstrated the physical, theoretical & patrolling skills required of a lifesaver. To be eligible for this trophy the nipper must have attained their Surf Rescue Certificate. Points for this trophy will be awarded based on competing in the 'Champion Lifesaver' day run at Miami. In the event that this day is not run participation in other Champion Lifesaver Carnivals and number of Patrol Hours completed by the nipper will be taken into consideration. For the purpose of calculating Patrol Hours only hours accumulated after club designated U/14 SRC exam date will count.

JUNIOR CLUB CHAMPIONSHIPS

The Club Championships will be held over one scheduled Sunday towards the end of the season - See calendar for details. Events will be run where conditions allow. A second "back up" date has been allocated should all events not be completed on the original Club Championship date. Where conditions at Miami Beach do not allow events to be run on the second "back up" date an alternate location (eg lake or creek) will be selected and the championships transferred to this location.

Club Championship points will be calculated based on placing's:

1 st place	- 6 points
2 nd place	- 5 points
3 rd place	- 4 points
4 th place	- 3 points
5 th place	- 2 points
6 th place	- 1 point

Club Championships are run similar to a carnival. In order to compete, children will need to have completed their relevant Age Award. While all children who have attained their Age Award can participate in the club championships, to be eligible for trophies they must attend at least 70% of scheduled nipper days. To be eligible for Age Champion nippers need to compete in each event on the day of Club Championships.

EVENTS FOR CLUB CHAMPIONSHIPS

- U14's - Flags, Sprint, Swim, Board, Iron person
- U13's - Flags, Sprint, Swim, Board, Iron person
- U12's - Flags, Sprint, Swim, Board, Iron person
- U11's - Flags, Sprint, Swim, Board, Iron person
- U10's - Flags, Sprint, Swim, Wade, Board
- U9's - Flag, Sprint, Swim, Wade, Board
- U8's - Flags, Sprint, Wade, Marathon, Board Wade
- U7's - Flags, Sprint, Wade, Marathon
- U6's - Flags, Sprint, Wade, Marathon

AGE CHAMPION POINT TALLY

Age championship points will be tallied throughout the season and are based on attendance (refer attendance points) and results at club championships. The boy and girl in each age group who has accumulated the most points at the end of the season will receive the Age Champion Trophy at Presentation night.

ANNUAL JUNIOR ACTIVITIES PRESENTATION

All junior activities awards are recognised and presented at the Annual Junior Activities breakup function.

ANNUAL CLUB DINNER

All senior and cadet awards are recognised and presented at the annual dinner following the Annual General Meeting.

ROLES AND RESPONSIBILITIES OF CLUB OFFICERS AND COMMITTEES

THE ADMINISTRATOR

The Administrator is a paid Officer position and subject to the provisions of the Constitution 1/8/3.6(a) and to the directions from time to time of the Council, Management Committee and Executive, they shall:

- carry out and implement all decisions of the Council Meetings, the Management Committee and the Executive and within the scope of such decisions use his best endeavours to further the policies of the Club and the advancement of Surf Life Saving;
- co-ordinate the activities of the Club Officers and assist wherever possible or as directed;
- attend meetings and act as Minute Secretary for all Council General or Special Meetings as well as the Executive and Management Committee Meetings;
- be responsible to the Secretary (or President in the Secretary's absence) on matters of day to day routine business;
- be available at all reasonable times for consultation with and assistance in matters which are within the jurisdiction of the Club to the Officers and members;
- maintain close contact with Branch and the State levels of the Association including regular visits provided that they shall inform the Committee of proposed visits;
- approach and develop Club donors and sponsors with the assistance of the Executive Officers, and oversee all fund raising activities as directed by the Management Committee;
- in all aspects of his activities observe and comply with existing procedures of the Club as regards correspondence and communications;
- prepare and issue notices and agendas for General Meetings of the Council, the Management Committee and the Executive;
- attend to the preparation and presentation of the Annual Report, or any other prepared matter for Club distribution.

THE PRESIDENT SHALL-

- be the nominal head of the Club and shall be a member ex-officio of all Committees;
- be chairperson of the Council, Management and Executive Committee meetings;
- preside at all meetings of the Club and shall exercise his authority by generally supervising the affairs of the Club in conjunction with the Executive and Management Committees;
- when presiding at a meeting, have a deliberative and a casting vote;
- have unlimited authority on every question of order, only to what is equitable and just in the circumstances;
- be the Club representative on the Branch.

THE DEPUTY PRESIDENT SHALL-

- The Deputy President shall assist the President and shall deputise for him in his absence, and shall carry out special assignments as directed by the President or the Executive Committee.

THE TREASURER SHALL-

- be chairperson of the Finance & Property Committee;
- receive all monies on behalf of the Club and shall issue receipts for same, and shall be responsible to the Management Committee for such monies. All monies received on behalf of the Club shall be banked within four (4) days of receipt thereof and all payments shall be made by cheque;
- keep the necessary books and a minimum number of accounts as required viz., a receipt book to acknowledge collections, a cheque book issued by the Club's bankers for the purposes of payments, and a Ledger to record endowable and non-endowable collections, and expenditure by cheque.
- details of cheque payments are to be recorded by him and duly presented to a meeting as set out in 1/D/215.
- they shall submit to the Secretary for on-forwarding to the relevant Government Department an annual statement of endowable collections on the form provided by SLSQ, for the purpose of assessing Government Subsidy, and shall forward a copy of same to SLSQ;
- at each Management Committee Meeting, present a report relating to the Club's finances, showing details of receipts and expenditure since the presentation of the previous report and shall produce the Bank statement showing the balance as the debit or credit of the Club's finances, together with Reconciliation Statement.

THE SECRETARY SHALL-

- keep a register of all Members and an up-to-date record of their addresses, and shall file all Application Forms whether or not the nominees have been accepted;
- forward notices of all meetings and the business to be transacted thereat to Members in accordance with the By-Laws;
- record and keep Minutes of all Annual General, General, Special General, Management Committee, and Executive Committee Meetings;
- conduct the correspondence of the Club and be responsible for the custody of all documents and instruments of Incorporation belonging to the Club and for the disposition thereof;
- be responsible for the drafting of the Annual report to be submitted to the Management Committee for approval before printing and circulation to all Members at least seven (7) days prior to the Annual General Meeting;
- carry out all duties arising from decisions of Annual, Special, General and/or Committee Meeting.
- directly supervise the Administrator and Registrar.

ROLES AND RESPONSIBILITIES OF CLUB OFFICERS AND COMMITTEES CONT'

THE REGISTRAR SHALL-

- at all times be subject to direction by the Club Secretary
- keep a register of all Members, and make any necessary notation thereon from time to time;
- keep a register of all examinations and inter and intra-club competition results, together with a register of all patrol activities, including rescues effected and patients treated for first-aid.

THE CLUB CAPTAIN SHALL-

- be chairperson of the Selection Committee;
- be responsible for the conduct and discipline of all Active Members in all Club matters, and the general education of Members in Surf Life Saving;
- arrange patrols and conferences with Patrol Captains during the season to discuss suggestions and observations made by him or them regarding the general efficiency of the Club in Surf Life Saving, refer to Appendix C;
- receive and arrange entries for carnivals and competitions in conjunction with the Selection Committee and forward them to the Secretary for transmission to their proper destination;
- have the power to refuse the use of Club gear or property to any person;
- call upon any members to perform such duties as they deem necessary in the interests of the Club;
- ex-officio, be a member of Sub-Committees associated with his duties.

THE VICE CAPTAIN SHALL-

- Assist the Captain in all his duties and in the absence of the Captain have the like power, authorities and duties;
- Keep a patrol register to be checked and initialed each week by the Club Captain;
- Shall have direct control of beach patrols and the Club House Director shall consult them re-rostering of members for clubhouse duties;
- Present at each Management meeting a progressive total of membership patrol hours during the season.

THE CHIEF TRAINING OFFICER SHALL-

- hold a Bronze Medallion and be proficient;
- arrange classes of Instruction and prepare all Probationary Members for award examinations;
- arrange a drill roster and deputise other qualified and trainee-Training Officers to assist in the preparation of such Probationary Members;
- arrange for the training and preparation of all Members for inter and intra Club competition as per the Competition Manual;
- maintain an up-to-date knowledge of the latest methods of Surf Life Saving and the Training Manuals and impart such knowledge to all qualified Club Training Officers.
- shall arrange surf races (handicap and scratch) and other activities to ensure a high standard of fitness amongst members.
- supervise the annual proficiency testing

THE IRB OFFICER SHALL

- be a qualified IRB Driver;
- at all times be subject to the direction of the Club Captain;
- be responsible for the care, maintenance and housing of Club IRB refer to Appendix E/3; d) be responsible for the training, rostering and supervision of all IRB Drivers and Crew in consultation with the Club Captain.

THE GEAR & EQUIPMENT OFFICER SHALL-

- be responsible for all the lifesaving gear (with the exception of boards & skis, surf boat or its gear) belonging to the Club, refer to Appendix E;
- at all times be subject to the direction of the Club Captain
- keep all such gear in good repair and condition, and report to the Club Captain any damage which they are unable to repair. Any expense shall require the approval of the Management Committee;
- at the request of the Captain, prepare gear, other than Boats and Craft, required for carnivals and competitions of all kinds and be responsible for its transport to and from such carnival or competitions;
- for the purpose of implementation of such duties and with the approval of the Captain, have power to call on the services of any member.

THE BOARD & SKI OFFICER SHALL

- be responsible for all the Club's boards & skis and its orderly housing;
- at all times be subject to the direction of the Club Captain
- be responsible for the housing of boards & skis belonging to members, refer to Appendix E/1;
- in consultation with the Captain permit or prohibit the use of any Club craft or Association gear;
- assist in the selection and the supervision of the training of individuals and or teams bylaws
- board & ski competitors;
- in consultation with the Boat Officer be responsible for the transport to and from carnivals of Club boards & skis;
- maintain Club boards & skis in a serviceable condition.

ROLES AND RESPONSIBILITIES OF CLUB OFFICERS AND COMMITTEES CONT'

THE SURF BOAT OFFICER SHALL-

- be responsible for the care, maintenance and housing of the surf boat(s) and all gear appertaining thereto
- at all times be subject to the direction of the Club Captain ;
- be responsible for the training and supervision of all surf boat crews in consultation with the Captain.

THE COMMUNICATIONS (RADIO) OFFICER SHALL-

- be a qualified Radio Officer;
- at all times be subject to the directions of the Club Captain;
- be responsible for the care, maintenance and availability of serviceable radio equipment; d) be responsible for training and rostering of members and the radio communications requirements of the Club.

THE FIRST AID OFFICER SHALL-

- possess a current First Aid Award;
- at all times be subject to direction by the Club Captain
- maintain adequate stocks of approved first aid material and equipment provided that they must first obtain the approval of the Committee for the purchase of materials;
- maintain the first aid room in a clean and orderly condition and for the purpose, may, with the approval of the Captain, call on the services of any member;
- organise and arrange instruction for First Aid Awards in conjunction with the Association;
- keep a record of names and addresses of patients treated for major first aid and also a record of the number of patients treated for minor first aid;

THE CLUBHOUSE DIRECTOR SHALL-

- be chairperson of the Clubhouse Committee;
- at all times be subject to direction by the Club Captain
- be responsible for the general conduct of Members in accordance with the Clubhouse Rules, the Club By-Laws and Appendix D;
- call a meeting of the Clubhouse Committee when necessary to review the over-all position of the Clubhouse, catering and accommodation.

THE TEAM MANAGER SHALL-

- at all times be subject to direction by the Club Captain
- prepare and present to the Management Committee a budget covering all financial matters associated with Club Teams;
- be responsible for any outfitting and funding in excess of provision made by the Club Management Committee;
- submit progress reports regularly to the Management Committee;
- be responsible for the assembly (after selection), transport, accommodation and general behaviour of the team;
- in the case of large financial commitment submit a statement with receipts and invoices within thirty (30) days after the completion of the events;
- assist with any displays or demonstrations required, where the Club is involved;
- himself or his appointed proxy attend all official briefings at events where the Club is represented.

THE CADET/YOUTH OFFICER SHALL-

- be responsible for the supervision of and liaising with members making the transition from Junior Activities Membership and/or for those new members joining the Club under the Cadet Membership category;
- at all times be subject to the direction of the Club Captain;
- provide educational experiences in a wide range of subjects and skills for members within the cadet/junior ranks;
- in conjunction with the Club Secretary, Captain and Chief Training Officer, co-ordinate all matters pertaining to the responsibilities and obligations of youth membership;
- assist with the enhancement of membership recruitment and retention through the various age levels;
- pursue issues and activities of benefit to cadets/youth;
- foster recognition of the important role youth plays within the Club.

THE JUNIOR ACTIVITIES OFFICER (CHAIRPERSON) SHALL-

- be chairperson of the Junior Activities Committee;
- be responsible for the conduct and co-ordination of all matters relating to Junior Activities, refer to Appendix F;
- in conjunction with the Club Captain and Chief Training Officer provide for Junior Members, an education experience in a wide range of subjects and skills within the aquatic/marine environment;
- prepare junior members (Nippers) for their eventual transition to the marine and patrol environment of Surf Life Saving;
- participate in all such activities;
- be a member of the Club Management Committee; Note: Where the Club appoints a Committee to manage Junior Activities act as its Chairman and shall be responsible for the conduct of that Committee and it's activities.

COMMITTEES

GENERAL

- Composition and membership shall be as prescribed in the respective By-Laws.
- Membership may be drawn from members of the Club.
- A member appointed to a Committee shall retain his appointment only whilst they retain their membership of the Club: provided that the Council may, at its discretion, remove any member from membership of a Committee.
- In the event of the absence of the Chairman from any meeting the meeting shall appoint one of its members to act during such absence.
- It shall be the duty of the Club Secretary to refer for consideration and recommendation all matters as properly relate to the jurisdiction of each Committee.
- In the event of any matter coming within the jurisdiction of two or more Committees, the President may direct such Committees to jointly consider and report and/or recommend to the Management Committee thereon.
- A quorum for a meeting of a Committee shall be a simple majority of the members thereof.
- A Committee may, at its discretion, co-opt the services of any member of the Club or other person to assist in its deliberations, but such co-opted member or person shall have no voting rights, except as may be determined by the Committee.
- Reports and recommendations of the Committees shall be presented in writing to the Secretary or appointing body.

JUNIOR ACTIVITIES COMMITTEE

- Comprise those members interested in:
 - The conduct and co-ordination of all matters relating to Junior Activities.
 - Providing for Junior members an educational experience in a wide range of subject and skills within the aquatic/marine environment.
 - Preparing Junior members for their eventual transition to the marine and patrol environment of the Senior movement.
 - Participating in such activities.
- Be represented on the Club Management Committee by the Director Junior Activities.

SELECTION COMMITTEE

- The Selection Committee shall consist of the Captain, Vice Captain, Chief Training Officer and shall select Patrol Captains and Patrol Vice Captains and teams for all patrol, intra and inter Club competitions and shall notify members of all selections by placing same on the Club Notice Board. Such selections shall be final and binding.

CLUBHOUSE COMMITTEE

- The Clubhouse Committee shall consist of the Clubhouse Director and two elected members. It shall be responsible for accommodation and the purchase, preparation and presentation of meals and may roster members for assistance where and when required.
- It shall be responsible to the Management Committee for all functions conducted within the Clubhouse and the care and maintenance of the building.

FINANCE & PROPERTY COMMITTEE

- The Finance & Property Committee shall comprise the President, Treasurer, Secretary and two other elected members. This committee shall be responsible for the financial well being of the Club its assets and property.

BUILDING COMMITTEE

- The Building Committee shall comprise the Treasurer and five other elected members who shall act on and investigate matters relative to the Club's buildings and surrounds when so directed by the Club Management Committee.

SOCIAL COMMITTEE

- The Social Committee shall be comprised of the Captain and four (4) elected members. A Social Committee shall organise and account for all social activities of the Club and its members may be drawn from within the Club or from outside supporters. Care should be taken over the use of other than Club members and adequate Club Insurance cover.

MEMBERSHIP COMMITTEE

- The Membership Committee shall comprise the Club Captain, two members and shall review, and if necessary interview nominees for membership and shall submit their findings to the Management Committee. This Committee shall also have the power to investigate and penalise, if necessary, patrol defaulters and those accused of misdemeanors provided that such penalties may be the subject of an appeal 1/C/1.7.

JUDICIARY COMMITTEE

- The Judiciary Committee shall be appointed by the Council at a General Meeting following a recommendation of persons submitted by the Management Committee and shall comprise a Chairman, a Secretary (who shall keep records of findings and decisions) and three members. It shall function in accordance with the Rules of Procedure attached to the By-Laws as Appendix "A" and act on matters referred to it under By-Law 11 of the Club Constitution.

Note: Executive Officers cannot be members of the Judiciary Committee

CONDUCT OF MEETINGS

The following rules shall apply to the conduct of all meetings of the Council, and Committees.

CHAIRMAN'S AUTHORITY

- Whenever the Chairman rises during debate, the member then speaking shall be silent and resume his seat.
- In the case of any remark considered by the Chairman to be offensive or imputing improper motives, the Chairman may call upon a speaker to withdraw and apologise.
- The Chairman may call a member to order. If such member persists in being disorderly, they may call upon such member to withdraw from the meeting.
- It shall not be permissible to dispute the Chairman's rulings, or move a motion of dissent from his ruling, on matters of procedure and points of order.

DEBATE

- Any member desiring to speak shall stand up and address the Chairman.
- If two or more members rise to speak at the one time, the Chairman shall decide which is entitled to priority.
- The meeting may decide that a particular person shall, or shall not, be heard, provided that a motion of this nature shall not be debated.
- No member shall interrupt another while speaking except to raise to a point of order.
- No speaker shall digress from the subject under discussion.
- No member shall use offensive or unbecoming words.
- During the debate, a member may raise a point of order whereupon the member then speaking shall resume his seat until the point of order has been decided.
- It shall be the right of any member to move a motion of dissent from the Chairman's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state their point. The seconder and Chairman only may then speak to the motion;
 - At any time during the debate, a member may move "that the question be now put" provided the Chairman is satisfied that reasonable time for debate of the original motion has been allowed.
 - The motion shall be put without debate -it need not be seconded.
 - This motion may be applied to an amendment, in which case it is the amendment which is immediately put to the vote.
 - It shall not be the right for the mover, seconder or any person who has spoken to the original motion or amendment to move "that the question be now put".
- If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply; if lost, the debate may proceed.
- A member may move the adjournment of the debate to a subsequent meeting.
 - If the motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate.
 - If carried, the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right of reply.

MOTIONS AND AMENDMENTS

- Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon.
- The mover of a motion shall not occupy more than ten minutes nor any other speaker more than five minutes; provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.
- No member may speak more than once to a motion except with the Chairman's permission, in explanation or reply, or to ask a question provided that they may speak again on any amendment to the motion.
- The mover of a motion's right of reply shall be exercisable at the end of the debate.
- The mover of an original motion must get the consent of his seconder, and the approval of the meeting, before making any alteration to the wording of his motion.
- Any member (other than as provided in Rule 4.7 herein) may move an amendment to a motion, provided it is not a direct negative of the motion proposed.
- The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment and vote in favour of it.
- A particular member may move or second one amendment only to each motion, but may speak on amendments moved by others.
- An amendment having been moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at the one time.
- If there is an indication of more than one amendment to be brought forward, the mover of the original motion may elect to reply at the end of the debate on the first amendment.
- The mover of an amendment has no right of reply.

CONDUCT OF MEETINGS CONT'

- A member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.
- Amendments shall be put to the meeting before the motion is put, and shall be committed to the meeting in the order in which they are received.
- When an amendment is carried the motion as amended becomes the motion before the meeting.
- Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which however must be confined to the matter of withdrawal.
- If, after a motion has been determined, it is considered in the general interest that the matter should be re-opened for discussion before the termination of the same meeting, the meeting may, by unanimous vote, order its recommittal.

VOTING

- Voting shall be by the voices, or at the discretion of the Chairman or at the request of any member, by show of hands or by secret ballot.
- Any member, supported by not less than three others, may call for a division, in which case members shall move to the right or left of the Chairman, as directed by him.
- In the event of a division any member declining to vote shall elect to retire behind the Chairman or have his vote counted in the negative.
- The Chairman may appoint tellers to assist him in counting a vote.

AUGUST 2011

DATE	EVENT	COMMENTS
Sun 28 th	Nipper Sign On (Existing Members Only) Nipper Run-Swim-Run	In-depth Swimming, Miami HS – Pool Proficiency 8am Miami Beach SLSC 1pm

SEPTEMBER 2011

DATE	EVENT	COMMENTS
Sun 4 th	Senior Proficiency	Miami Beach SLSC
Sat 10 th Sun 11 th	IRB Proficiency #1 IRB Proficiency 2 nd Nipper Sign On Nipper Run-Swim-Run	North Burleigh SLSC (RSVP close 26/8/11) North Burleigh SLSC In-depth Swimming, Miami HS – Pool Proficiency 8am Miami Beach SLSC 1pm

OCTOBER 2011

DATE	EVENT	COMMENTS
Sat 1 st Sun 2 nd	Qld State Endurance Championships Senior Proficiency First Day Nippers	Sunshine Coast (TBA) U11-Masters (board, boat, ski, swim & run) Miami Beach SLSC Sign on 8am, Start nipper rotations 8.30am at Miami Beach
Sat 8 th Sun 9 th Sun 9 th	IRB Proficiency #2 SC Branch selection trial carnival Nippers	North Burleigh SLSC (RSVP close 23/9/11) Mermaid Beach U13 to U17 8am Miami Beach SLSC
Sun 16 th Sun 16 th	Bluhat "Swim Run" Series – Rd 1 Nippers	Burleigh Heads 8am Miami Beach SLSC
Sun 23 rd	"Breaka" Ocean Swim Fastest Man on Sand Nippers	Burleigh Heads Redcliffe U11 to Open 8am Miami Beach SLSC
Sat 29 th Sat 29 th Sun 30 th	U8-U10 Surf Carnival (SCB Clubs only) U11-U14 Teams Carnival Nippers	Miami Beach SLSC Met Caloundra 8am Miami Beach SLSC

NOVEMBER 2011

DATE	EVENT	COMMENTS
Sat 5 th Sun 6 th	Masters Carnival GCCT Juniors U11-U14 GCCT Juniors U11-U14 SLSQ Special Event (TBC) Nippers	Mooloolaba North Burleigh North Burleigh Southport 8am Miami Beach SLSC
Sat 12 th Sun 13 th	IRB Proficiency #3 U8-U10 Individual Carnival Bluhat "Swim Run" Series – Rd 2 Nippers	North Burleigh SLSC (RSVP close 28/10/11) Met Caloundra Burleigh Heads (TBC) 8am Miami Beach SLSC
Sat 19 th Sun 20 st	Maroochy Classic U11-U14 Carnival Maroochy Classic U15-Open Carnival Senior Proficiency Nippers	Maroochydore Maroochydore Miami Beach SLSC 8am Miami Beach SLSC
Sun 27 th	Fastest Man On Sand Little Dudes (GC Clubs Only) Nippers	Redcliffe North Kirra 8am Miami Beach SLSC

DECEMBER 2011

DATE	EVENT	COMMENTS
Fri 2 nd Sat 3 rd	Inter Branch Pool Competition Inter Branch Beach Competition	Palm Beach/Currumbin Pool Kirra
Sun 4 th	Masters Carnival Nippers – Xmas Break up Day	Brunswick Heads 8am Miami Beach SLSC
Sat 10 th Sun 11 th	Nippers – Camping Weekend Sizzler Oceans 38 Premiership Series Nippers – Camping Weekend Sizzler Oceans 38 Premiership Series	Lake Ainsworth Caravan Park - Lennox Head Dicky Beach SLSC Lake Ainsworth Caravan Park - Lennox Head Dicky Beach
Fri 16 th Sun 18 th	X-mas Party Bluhat "Swim Run" Series – Rd 3 Holidays – NO NIPPERS	Miami Beach SLSC Burleigh Heads
Sun 25 th	Holidays – NO NIPPERS	

CALENDAR OF EVENTS 2011-2012

JANUARY 2012

DATE	EVENT	COMMENTS
Sun 1 st	Holidays – NO NIPPERS	
Sat 7 th Sun 8 th	Sizzler Oceans 38 Premiership Series Sizzler Oceans 38 Premiership Series Holidays – NO NIPPERS	Broadbeach Broadbeach
Sat 14 th Sun 15 th	SCB Surf Rescue Championships SCB Surf Rescue Championships Bluhart "Swim Run" Series – Rd 4 Nippers Resume	Miami Beach Miami Beach Burleigh Heads 8am Miami Beach SLSC
Sat 21 st Sun 22 nd	U11 to U13 Surf Carnival Masters Carnival Nippers	North Burleigh (TBC) Alexandra Headland 8am Miami Beach SLSC
Thur 26 th Sat 28 th Sun 29 th	Bluhart "Swim Run" Series – Rd 5 Sizzler Oceans 38 Premiership Series Sizzler Oceans 38 Premiership Series Nippers	Burleigh Heads Kirra Kirra 8am Miami Beach SLSC

FEBRUARY 2012

DATE	EVENT	COMMENTS
Sat 4 th Sun 5 th	Future Champions Surf Carnival Future Champions Surf Carnival Nippers	Tweed Heads & Coolangatta Tweed Heads & Coolangatta 8am Miami Beach SLSC
Sat 11 th Sun 12 th	U11-U14 SCB Championships U11-U14 SCB Championships Nippers	Mermaid Beach Mermaid Beach 8am Miami Beach SLSC
Sat 18 th Sun 19 th	U8-U10 SCB Titles Nippers	Miami Beach 8am Miami Beach SLSC
Sat 25 th Sun 26 th	Fastest Man on Sand SLSQ Special Event (TBC) SLSQ Special Event (TBC) Nippers (Club Championships)	Redcliffe Southport Southport 8am Miami Beach SLSC

MARCH 2012

DATE	EVENT	COMMENTS
Sat 3 rd Sun 4 th	U15 – Masters GC Championships U17, U19 & Open GC Championships Nippers	Tugun Tugun 8am Miami Beach SLSC
Fri 9 th Sat 10 th Sun 11 th	Qld Junior State Championship Qld Junior State Championships Qld Junior State Championships Nippers	Maroochydore Maroochydore Maroochydore 8am Miami Beach SLSC
Fri 16 th Sat 17 th Sun 18 th	QLD Masters State Championships QLD Senior State Championships QLD Senior State Championships Nippers Last Day	Kurrawa Kurrawa Kurrawa 8am Miami Beach SLSC
Sat 24 th	Senior Club Championships Nipper AGM & Nipper Presentation	3pm AGM & 4pm Presentation
Fri 16 th to Sun 1 st	Australian Surf Life Saving Championships	Kurrawa

MAY 2012

DATE	EVENT	COMMENTS
Sat 12 th	Captains Keg	

JUNE 2012

DATE	EVENT	COMMENTS
Sat 23 rd	AGM + Annual Dinner	

HOW CAN I HELP?

Please Complete and return to the Club Office

NAME: _____

PHONE: _____

EMAIL: _____

I CAN HELP WITH THE FOLLOWING (tick which ever you can help with):-

- Building/grounds maintenance
- Gear and Equipment maintenance
- Coaching
- Fundraising:
- Other (please specify) _____

ANOTHER WAY TO HELP IS TO GAIN AN AWARD OR IF YOU HAVE ONE GET IT RECOGNISED BY SLSQ
(Note not complete list of SLSA awards - see Page 10)

I would like learn more about gaining an SLSA award

- Surf Rescue Certificate (SRC) - can help in water safety in Junior Activities
- Bronze medallion - as for SRC but interested in becoming an active member of the club
- First Aide Certificate - assist in junior activities and at carnivals
- Radio Operators Certificate

I already have an accredited SLSA award

- Surf Rescue Certificate (SRC) - can help in water safety in Junior Activities
- Bronze medallion - as for SRC but interested in becoming an active member of the club
- First Aide Certificate - assist in junior activities and at carnivals
- Level 1 or 2 coaching in swimming, board or beach

I already hold National Training Authority accredited award:

- First Aide Certificate - QLD Ambulance
- Training Small Groups
- Other (Please Specify) _____