SORRENTO SURF LIFE SAVING CLUB

Title	Lifesaving Bylaws
Effective Date	September 2025
Version Number	E
Approved by	Board

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PARA 1. GENERAL

1.1 GENERAL

1.1 (a) Para 5.5 of the Constitution empowers the Life Saving Committee to be responsible for provision and oversite of the Club's Life Saving Services and Obligations.

1.1 (b) The Club Life Saving Director has overall responsibility to deliver the Club's Life Saving Services. The Life Saving Director must ensure that delivery is conducted efficiently, fairly and in the best interests of the club, the patrolling members, and the Community, and may from time to time, make rulings to this effect. Such rulings shall be binding until the next meeting of the Life Saving Committee, where rulings may be reviewed at the discretion of the Life Saving Director.

1.1 (c) The **first Objective** of the Club, listed in the Constitution, is for the Club to ensure the most efficient methods of rescuing persons in distress by study and practice of current SLSA Handbooks and journals, including active participation of members in beach patrols.

1.1 (d) The next four objectives of the club are summarised below.

- Consultation with SLSWA on how to conduct, promote and administer Life Saving Services
- Compliance with SLSA and SLSWA Life Saving policies.
- Promote Life Saving demonstrations and instruction to members and the community.
- At all times act on behalf of and in the best interests of members and the community.

1.1 (e) Para 1.3(a) of the Constitution requires all Cadet, Active, Active Reserve and Award members to perform patrol duties as laid down by these Bylaws and any Bylaws laid down by SLSA and or SLSWA.

1.1 (f) Para 1.3(b) of the Constitution exempts from patrol duties those Officers listed in Para 3.1 of the Constitution.

1.1 (g) Para1.3(c) permits the Board to grant exemptions from patrol duties to any member recommended by the Life Saving Committee

PARA 2. DEFINITIONS

2.1 DEFINIIONS

2.1 (a) "Active Member" means any Club Member who complies with either Para 2.4 (e), or (f) of the Constitution.

2.1 (b) "Active Reserve Member" means any Club Member who complies with either Para 2.4 (g) of the Constitution.

2.1 (c) "AED" means Automated External Defibrillator.

2.1 (d) "Annual Skills Maintenance" means the same as defined in Para 1.5 (I) of the Constitution.

2.1 (e) "Award Member" means any Club Member who complies with Para 2.4 (i) of the Constitution.

2.1 (f) "" Beach Management Plan" means the Operational Plan for the general conduct and operation of Patrols.

2.1 (g) "Board" means the Board of Directors of the Club

2.1 (h) "Bylaw" means any Bylaw of the Club

2.1 (i) "Cadet" means any Club member who meets the requirements of Para 2.4 (d) of the Constitution

2.1 (j) "Club" means the Sorrento Surf Life Saving Club (Inc).

2.1 (k) "Committee" means the Life Saving Committee referenced in Para 5.5 of the Constitution

2.1 (l) “Committee Meeting” means any meeting of the Life Saving Committee.

2.1 (m) “Constitution” means the Constitution of the Club

2.1 (n) “Education Information Packs” means Information packs containing information on how Trainers and Assessors will educate and assess members for specific Awards or Skill Maintenance Checks.

2.1 (0) “Financial Member” means any member who has either paid or agreed a Board approved payment plan (and is current with agreed plan) with respect to their membership fee for the year

2.1 (p) “IRB” means Inflatable Rescue Boat

2.1 (q) “Life Saving Equipment” means all that equipment required by the Club to effectively meet it’s Life Saving Objects such as, but not limited to, Patrol Equipment, Training Equipment, Patrol Uniforms, Safety Equipment, Spray Jackets, vehicles, craft, radios, radio chargers, manuals, Repair Kits, Tools, Spare Parts and the like.

2.1 (r) “Life Saving Services” means the operation of Patrols, SLSA Award Training, Event Safety, Skills Maintenance Checks and Community Demonstrations and Training.

2.1 (s) “Life Saving Objectives” means those Objectives listed in Para 1.2 (a), (b), (c), (d) and (e) of the Constitution.

2.1 (t) “Long Service Member” means any Club Member who complies with Para 2.4 (h) of the Constitution.

2.1 (u) “Member” means any person who complies with Para 2 of the Constitution

2.1 (v) “Objective” means any of the Constitutional Objectives of the Club as listed in para 1.2 of the Constitution

2.1 (w) “Patrol Duties” means the requirements to carry out Life Saving Patrols in line with the Patrol Bylaws and Constitution.

2.1 (x) “Patrol Equipment” means all that equipment necessary to effectively provide Patrols, such as Flags, Rescue Boards, Rescue Tubes, Patrol Shelter, Vehicles, Radios, First Aid equipment and the like.

2.1 (y) “Patrol Obligation” Each Patrolling Member’s Obligation to attend Patrols as defined in Para 5.11 of these Bylaws.

2.1 (z) “Patrol Roster” means the Rota produced by the Life Saving Committee detailing when each Patrol and Patrol member will provide Patrol Duties.

2.1 (aa) “Personally Attend” means the physical attendance and involvement of the member. Use of a Proxy does not mean Personally attended.

2.1 (ab) “Probationary Member” means the same as defined in Para 2.4 (c) of the Constitution.

2.1 (ac) “Rescue Ready” means IRB fueled, inflated, with a mounted operational motor, tow rope, oars and mounted on a trailer.

2.1 (ad) “Season” means the same as defined in Para 1.5 (k) of the Constitution

2.1 (ae) “SLSA” means Surf Life Saving Australia Ltd, the national sporting organization for Surf Life Saving in Australia.

2.1 (af)” SLSWA” means Surf Life Saving Western Australia Incorporated, the State controlling Centre for Surf Life Saving in Western Australia.

2.1 (ag) “SLSWA Patrol Contract” means the Agreement between SLSWA and the Club on how the Club will Patrol Sorrento Beach.

2.1 (ah) “Training Equipment” means all that equipment and aids required to assist in the Education of the Members.

PARA 3 LIFE SAVING COMMITTEE

3.1 STRUCTURE

3.1 (a) The Life Saving Committee shall consist of the Life Saving Director, Assistant Life Saving Officer, Education Officer, Patrol Officer, IRB Officer, First Aid Officer, Gear Officer, Water Safety / Events Officer, and the Projects Officer.

3.1 (b) Other than the Assistant Life Saving Officer, Education Officer and Patrol Officer, all Life Saving Committee Members are appointed annually by the Life Saving Director.

3.1 (c) The chairperson shall be the Life Saving Director or the Assistant Life Saving Officer in the Life Saving Director's absence

3.1 (d) Life Saving Committee meetings must comply with the Club’s Meeting Bylaws.

3.1 (e) The minutes of all Committee Meetings must be forwarded to the Business and Marketing Director within 14 days of that meeting. The minutes shall be endorsed by the Board before any action can be taken on recommendations contained therein.

3.1 (f) The Life Saving Committee must meet at least six (6) times per year.

3.1 (g) The Quorum for a Life Saving Committee meeting is at least 50% of those persons listed in para 3.1(a).

3.2 ROLE

3.2 (a) The Life Saving Committee is required to put into place such activities and programs that achieve the Constitutional Life Saving Objectives of the Club and any other Life Saving requirements as listed in the Constitution.

3.2 (b) The Life Saving Committee shall

- Organise Active Members into Patrols.
- Notify Members of their Patrol Obligations and Patrol Roster
- Oversite the effectiveness of Patrol Services
- Ensure patrols operate in line with the Beach Management Plan and comply with the Patrol Contract agreed with SLSWA.
- Introduce new or improved methods of operation.
- Monitor Member participation in their patrol obligations.
- Maintain records, data bases and reports associated with Patrols
- Control of all Life Saving Equipment.
- Maintain all Patrol Equipment.
- Maintain the First Aid Room and First Aid Supplies.
- Maintain the Club’s patrolling IRB(s)
- Manage the SLSA Annual Skills Maintenance requirements.
- Provide pathways for patrolling members to become Patrol Captains
- SLSA Award Training for existing Members.
- Preparation of new members for SLSA Award Assessment.
- Promotion of and support for existing Training Officers
- Promotion of and support for existing Assessors
- Community Education and Training Programs.
- Maintain the Club’s Training Equipment and rooms.
- Encourage enjoyable and healthy participation.
- Promote a positive non-threatening and inclusive environment.
- Assist with the preparation of Club Budgets, expenses, and income.
- Provide Water Safety for any Board endorsed event.
- Ensure appropriate compliance items are in place and are current.

3.2 (c) Such activities and programs should be developed to be as inclusive as possible catering for all levels of participation.

3.2 (d) The Life Saving Committee shall discuss all applications from members for leave of absence and any exemption from their Patrol Obligation. The Life Saving Committee shall then forward their decision to the Board for Board approval or otherwise.

3.2 (e) The Life Saving Committee must ensure all Cadet, Active and Award members have access to, understand their obligations and comply with the Club's Membership Protection Policy.

PARA 4 LIFE SAVING POSITIONS

4.1 LIFE SAVING DIRECTOR

4.1 (a) The Life Saving Director is elected by the Club members at its Annual General Meeting.

4.1 (b) Life Saving Director

- Chairs the Life Saving Committee
- Communicate all directions and instructions from the Board to the Life Saving Committee
- Communicates to the Board all Life Saving matters.
- Responsible for Life Saving Budget matters.
- Has overall responsibility to deliver the Life Saving programs and activities in line with the Club's 5-year plan, The Beach Management Plan and the SLSWA Patrol Contract.
- Management and control over all Life Saving Position holders, Patrols, Educational Team members and all Patrol and Educational equipment.
- Must ensure all programs are delivered fairly in a safe and healthy environment, treating all those involved with respect.
- Monitor the progress of the Cadet and Active Members whilst on Patrol or learning new Skills. Offer any support they may require.
- Ensure Patrol Members, New Members, Trainers, and Assessors have pathways to develop and move through Life Saving Programs.
- Ensure all Logs, Records and Governance Items are correctly maintained.

4.1 (c) The Life Saving Director is to ensure Life Saving Services and Programs overlap and complement all other Club programs. The Board must ensure any conflict of programs and activities are resolved in the best interests of the Club.

4.2 ASSISTANT LIFE SAVING OFFICER

4.2 (a) The Assistant Life Saving Officer is elected by the Club members at its Annual General Meeting.

4.2 (b) Assistant Life Saving Officer will, under the direction of the Life Saving Director

- In the absence of the Life Saving Director shall have like powers
- Assist the Life Saving Director in achieving the Life Saving programs and activities.
- Assist in ensuring all programs are delivered fairly to all in a safe and healthy environment, treating all those involved with respect.
- Assist with monitoring the progress of all Patrolling Members. Offer any support they may require.
- Record and distribute minutes from The Life Saving Committee meetings.
- Has management of the Gear Officer, First Aid Officer, and IRB Officer.

4.2 (c) The Assistant Life Saving Officer is responsible for the ongoing implementation of the Club Membership Protection Policy as applied to the Life Saving section of the Club.

4.3 EDUCATION OFFICER

4.3 (a) The Education Officer is elected by the Club members at its Annual General Meeting.

4.3 (b) The Education Officer will, under the direction of the Life Saving Director

- Have overall responsibility to deliver SLSA Educational Programs, to new and existing members.
- Management and control over all Trainers and Assessors

- Ensure all programs are delivered fairly to all in a safe and healthy environment, treating all those involved with respect.
- Monitor the progress of all training sessions, New Members through to Assessment, and Advanced Awards for existing members. Offer any support they may require.
- Ensure members have pathways to progress through to become Trainers and Assessors.
- Encourage existing members to gain more advanced SLSA Awards
- Manage the SLSA Annual Skills Maintenance requirements for all existing SLSA Award holders.
- Support the Projects Officer in delivering Community Education.

4.3 (c) The Education Officer is responsible for the correct use and maintenance of all Training Equipment and Rooms.

4.3 (d) Once satisfied with their ability, the Education Officer will submit all the required forms for members to be Assessed by SLSA Assessors.

4.3 (e) The Education Officer must submit to the Club Administration all the required forms to confirm members have achieved their SLSA Annual Skills Maintenance requirements. Club Administration shall enter results into the appropriate Data Base.

4.4 PATROL OFFICER

4.4 (a) The Patrol Officer is elected by the Club members at its Annual General Meeting.

4.4 (b) The Patrol Officer will, under the control of the Life Saving Director

- Pre-season, organise Cadet, Active and Award Members into Patrols and create the Patrol Roster.
- In consultation with the Life Saving Committee appoint Patrol Captains and Vice Patrol Captains for each Patrol
- Ensure Patrol Captains gain City of Joondalup endorsement.
- Ensure all Patrol Members are notified of their Patrol allocation and the Patrol Roster.
- Ensure all Patrol Captains and Vice Captains know and understand their obligations and responsibilities to ensure Life Saving Services are compliant with the Beach Management Plan, The Patrol Bylaws and the SLSWA Patrol Contract
- Ensure all Patrolling Members are aware of their responsibilities when on Patrol.
- Ensure all equipment necessary to conduct patrols efficiently is available and fit for use.
- Consult with the Assistant Life Saving Officer on any Patrol Equipment supply levels, maintenance, and availability issues.
- Ensure the Club Administration logs and maintains all Patrol hours, activities, rescues, etc., and the Administration produce meaningful reports in a timely fashion.
- Ensure all patrols are operated effectively, fairly to all in a safe and healthy environment, treating all those involved with respect.
- Monitor the personal involvement and attendance of all Patrol Members. Offer any support they may require if they are having any issues in achieving their personal Patrol Obligations.
- Ensure all Active Members have pathways to progress through to Patrol Captains and or achieve advanced SLSA Awards.

4.5 (c) The Patrol Officer shall compile a monthly summary for the Lifesaving Committee the Patrol Statistics, an Hours Down Report and any learnings or observations.

4.5 IRB OFFICER

4.5 (a) Each year the Life Saving Director shall appoint an IRB Officer

4.5 (b) Before a Member can be appointed to the Position of IRB Officer they must

- Be 18 years of age or older.
- Be a registered and financial member of the club.
- Hold The SLSA IRB Driver's Certificate.

4.5 (c) The IRB Officer under the supervision of the Assistant Life Saving Officer

- Has responsibility for the maintenance and use of the Club's Life Saving IRB(s) and any associated equipment and spare parts.

- Ensures a fully equipped and operation IRB(s) is available for every Patrol.
- On request from the Water Safety and Events Officer endeavour to provide crewed and operation IRB(s) to any Board endorsed event requiring Water Safety.
- Work with the Education Officer to provide pathways for members to achieve their SLSA IRB Operators Certificate. Offer any support they may require.

4,7 (d) The IRB Officer shall compile a monthly summary for the Lifesaving Committee of damaged equipment, progress on repairs and if any new equipment needs to be purchased.

4.6 (e) Once nominated for the role, the member must then gain endorsement from the Board.

4.6 FIRST AID OFFICER

4.6 (a) Each year the Life Saving Director shall appoint a First Aid Officer.

4.6 (b) Before a Member can be appointed to the position of First Aid Officer they must

- Be over the Age of 18 Years.
- Be a registered and financial member of the club.
- Hold The SLSA Bronze Medallion, or SLSA First Aid Certificate or a Professional Medical Degree.

4.6 (c) The First Aid Officer under the supervision of the Assistant Life Saving Officer

- Has responsibility for the maintenance, supply and use of the Club's First Aid equipment and spare parts.
- Ensures fully equipped and operational First Aid Equipment and Kits are available for every Patrol.
- Has responsibility for the First Aid Room, its use, and supplies.
- On request from the Water Safety and Events Officer endeavour to provide fully equipped First Aiders to any Board endorsed event requiring First Aid
- Work with the Education Officer to provide pathways for members to achieve their SLSA Advanced First Aid Certificate. Offer any support they may require.

4.6 (d) The First Aid Officer shall compile a monthly summary of first aid and incident cases for the Lifesaving and Education Committee

4.6 (e) Once nominated for the role, the member must then gain endorsement from the Board.

4.7 GEAR OFFICER

4.7 (a) Each year the Life Saving Director shall appoint a Gear Officer.

4.7 (b) Before a Member can be appointed to the Position of Gear Officer they must

- Be 18 years of age or older.
- Be a registered and financial member of the club.

4.7 (c) The Gear Officer under the supervision of the Assistant Life Saving Officer

- Has responsibility for the maintenance of the Club's Patrol Equipment, any spare parts, and their storage.
- Ensures all Patrol Equipment required to meet the Club's Patrol Obligations is available and fit for use for every Patrol.
- Train Patrol Members on the proper operation and use of Club Vehicles and All-Terrain Vehicles.
- On request from the Water Safety and Events Officer endeavour to provide operational Life Saving Equipment to any Board endorsed event requiring Water Safety.

4,7 (d) The Gear Officer shall compile a monthly summary for the Lifesaving Committee of damaged equipment, progress on repairs and if any new equipment needs to be purchased.

4.7 (e) Once nominated for the role, the member must then gain endorsement from the Board.

4.7 (f) The Life Saving Committee may appoint others to assist the Gear Officer in fulfilling their role.

4.8 WATER SAFETY & EVENTS OFFICER

4.8 (a) Each year the Life Saving Director shall appoint a Water Safety and Events Officer.
Officer.

4.8 (b) Before a Member can be appointed to the Position of Water Safety and Events they must

- Be 18 years of age or older.
- Be a registered and financial member of the club.
- Hold The SLSA Bronze Medallion.
- Been an Active Patrolling Member for at least three years.

4.8 (c) The Water Safety and Events Officer under the supervision of the Life Saving Director

- Has responsibility for the provision of suitably qualified personal, and appropriate equipment for all Events (internal and external) endorsed by the Board.
- Be the point of contact between the Club and the Event Organiser.
- Monitor the event and ensure Club Members provide the services in accordance with SLSA, SLSWA and Club Life Saving methods.
- Ensure all members conduct themselves fairly to all, in a safe and healthy environment, treating all those involved with respect.
- Ensure all members wear appropriate uniform / clothing.
- Ensure all records, and Logs completed correctly.
- Conduct post event debrief and implement any identified improvements for future events.

4.8 (d) The Water Safety and Events Officer shall compile a monthly summary for the Lifesaving Committee of the Events attended, any learnings and any upcoming Events.

4.8 (d) Once nominated for the role, the member must then gain endorsement from the Board.

4.9 PROJECT OFFICER

4.9 (a) Each year the Life Saving Director shall appoint a Project Officer.

4.9 (b) Before a Member can be appointed to the Position of Project Officer they must

- Be 18 years of age or older.
- Be a registered and financial member of the club.
- Have had at least 3 years of patrol experience.

4.9 (c) The Project Officer under the supervision of the Life Saving Director

- Shall take on various Projects as decided by the Life Saving Committee.
- In conjunction with the Education Officer co-ordinate Community Education.
- Working with the Life Saving Director and Patrol Officer create and update as necessary The Beach Management Plan
- Working with the Life Saving Director, Patrol Officer and Board agree the SLSWA Patrol Contract.

4,7 (d). The Project Officer shall compile a monthly summary for the Lifesaving Committee of the any Current Projects, Status of the Beach Management Plan, any issues with the SLSWA Patrol Contract, any learnings, and any upcoming Events.

4.9 (e) Once nominated for the role, the member must then gain endorsement from the Board.

4.10 PATROL CAPTAINS

4.10 (a) Each year The Patrol Officer in consultation with the Life Saving Committee shall nominate Patrol Captains for every Patrol.

4.10 (b) Before a Member can be appointed to the Position of Patrol Captain they must

- Be 18 years of age or older.
- Be a registered and financial member of the club.
- Hold The SLSA Bronze Medallion.
- Hold the SLSA Silver Medallion, Patrol Captain (desired)
- Been an Active Patrolling Member for at least three years.

4.10 (c) Patrol Captains under the supervision of the Patrol Officer

- Have control and management of their allocated patrolling members.
- Ensure Patrols comply with the Beach Management Plan, these Bylaws and the SLSWA Patrol Contract.
- Oversees and responsible for all activities within patrolling areas during patrols.
- Is responsible for the functioning and safety of all the members on their patrol and the safety of the public.
- Oversees all operations in the event of a rescue.
- Mentor future Patrol Captains and Vice Patrol Captains.
- Responsible to ensure all logbooks, registers and reports completed correctly.

4.10 (d) Once nominated for the role, the member must then gain endorsement from the Board.

4.11 VICE PATROL CAPTAINS

4.11 (a) Each year The Patrol Officer in consultation with the Life Saving Committee shall nominate Vice Patrol Captains for every Patrol.

4.11 (b) Before a Member can be appointed to the Position of Vice Patrol Captain they must

- Be 16 years of age or older.
- Be a registered and financial member of the club.
- Hold The SLSA Bronze Medallion.
- Hold the SLSA Silver Star or work towards it.
- Been an Active Patrolling Member for at least two years.

4.11 (c) Vice Patrol Captains under the supervision of the Patrol Officer

- In the absence of the Patrol Captain have same powers and responsibilities.
- Ensure Patrol equipment available and fit for use.
- Ensure First Aid Room clean and ready for use.
- Ensure IRB operational and fully equipped.
- Radios operational.
- Report any equipment issues to the Patrol Captain.

4.11 (d) Once nominated for the role, the member must then gain endorsement from the Board.

4.12 TRAINERS

4.12 (a) Each year The Education Officer in consultation with the Life Saving Committee shall nominate SLSA Award Trainers.

4.12 (b) Before a Member can be appointed to the Position of Trainer they must

- Be 15 years of age or older.
- Be a registered and financial member of the club.
- Be registered in Surf Guard as a SLSA Trainer
- Hold the SLSA Award they intend to Train.

4.12 (c) Trainers under the supervision of the Education Officer

- Conduct training for SLSA Awards to the standards and methods set within the Sorrento Education Information Pack and these Bylaws.
- Provide support and guidance to members to achieve their Award.
- Advise the Education Officer when, in their opinion, the member(s) is ready for assessment.
- Conduct the SLSA Annual Skills Maintenance test in line with the Club's Education Information Pack and these Bylaws.

4.12 (d) Once nominated for the role, the member must then gain endorsement from the Board.

4.13 ASSESSORS

4.13 (a) Each year The Education Officer in consultation with the Life Saving Committee shall nominate SLSA Award Assessors.

4.12 (b) Before a Member can be appointed to the Position of Assessor they must

- Be 18 years of age or older.
- Be a registered and financial member of the club.
- Be registered in Surf Guard as a SLSA an Assessor
- Be prepared to conduct Assessments at other Clubs.

4.12 (c) Assessors under the supervision of the Education Officer

- Conduct the SLSA Annual Skills Maintenance test in line with the Club's Education Information Pack and these Bylaws.
- Conduct Assessments following Training Courses

4.12 (d) Once nominated for the role, the member must then gain endorsement from the Board.

4.13 MEMBER PROTECTION INFORMATION OFFICER

4.13 (a) Each Year the Life Saving Director in consultation with The Life Saving Committee must nominate member(s) for the role of Member Protection Information Officers.

4.13 (b) Before a Member can be nominated to the position of Member Protection Information Officer they must

- Be over the Age of 18 Years.
- Be a Registered and Financial Member of the Club
- Have complied with the SLSWA Member Screening Check.
- Have completed the SLSA Child Safe Awareness Course
- Completed the SLSWA Member Protection Information Officer Course
- Completed the SLSWA Member Protection Information Officer Workshop

4.13 (c) Once nominated for the role, the member must then gain endorsement from the Board. The Board must then review the nomination and endorse or otherwise as it sees fit.

4.10 (d) A Member Protection Information Officer (MPIO) is responsible for the provision of information about a person's rights, responsibilities and options when an individual is making a complaint, has a concern or is the subject of a complaint.

4.10 (e) Member Protection Information Officers do not mediate or investigate complaints, they simply provide information regarding the complaints process to either a complainant or a member alleged to have breached the Club Membership Protection Policy.

4.10 (f) The Life Saving Committee must ensure all people involved with the Life Saving Activities know how to contact Member Protection Information Officers.

4.10 TERM OF POSITION

4.10. (a) All nominations for Life Saving Positions listed in Paras 4.5 to 4.13 must be endorsed by the Board before they can commence their role.

4.10. (b) The Term of Position for those Position Holders listed in Paras 4.5 to 4.13 starts at the time of their endorsement by the Board and expires each year at the start of the Club's Annual General Meeting, or if they resign, or are suspended from their Position under clause 8.4, whichever is the earliest.

PARA 5 PATROL REQUIREMENTS

5.1 PATROL CAPTAINS

6.1 (a) Patrol Captains are there to provide leadership and support to Patrolling members and to represent The Club and Surf Life Saving Western Australia.

5.1 (b) The Patrol Captain oversees and is responsible for all activities within patrolling areas during patrols, the functioning and safety of all the members on their patrol, the safety of the public and oversees all operations in the event of a rescue.

5.1 (c) In the absence of the Patrol Captain, the Vice Patrol Captain has like powers and responsibilities.

5.1 (d) Patrol Captains must ensure the beach is patrolled in accordance with the Beach Management Plan, The SLSWA Patrol Contract and these Bylaws.

5.1 (e) Patrol Captains must be prepared - The time-important nature of the role requires a Patrol Captain to become an asset to an emergency response almost immediately if it occurs. Patrol Captains must ensure that the minimum equipment and information required is available whenever on duty.

5.1 (f) Patrol Captains must ensure the Patrol is ready before its allotted time and remains on patrol until the allotted end time as per the Patrol Contract.

5.1 (g) The Patrol Captain is responsible for setting up the Patrol area and determining if inclement weather requires the Patrol to reduce as per the SLSWA Patrol Contract.

5.1 (h) The Patrol Captain is responsible for ensuring all equipment necessary and listed in the Patrol Contract is in place, operation and safe to use before the Patrol's allotted start time and remains in these states until the allotted end time as per the Patrol Contract.

5.1 (i) The Patrol Captain must ensure members sign the Patrol Log at the start and end of Patrol and he/she must sign and complete all areas of the Patrol Log at the end of the shift.

5.1 (j) The Patrol Captain shall tag and report damaged equipment.

5.1 (k) Patrol Captain must ensure all signage such as IRB and other warning signs are displayed.

5.1 (l) The Patrol Captain will organise fixed or roving Patrol areas (depending on conditions) at Sorrento Beach, Sorrento North Beach, and Hillary's Marina.

5.1 (m) Patrol Captains should conduct lifesaving training and general fitness sessions with their patrol.

5.1 (n) Patrol Captains shall organize the rotation for all positions within the team.

5.1 (o) The Patrol Captain shall maintain good communication with out-posts, roving patrols, and other Lifesaving Services.

5.1 (p) At the end of morning Patrol, The Patrol Captain is to ensure

- All Logbooks, Registers and Reports are completed.
- Confirm all patrol equipment operational or otherwise.
- Do a hand over to the next Patrol Captain.

5.1 (q) At the end of an Afternoon Patrol, The Patrol Captain is to ensure

- All Logbooks, Registers and Reports are completed.
- Confirm all patrol equipment operational or otherwise.
- All radios are put on charge.
- The Boat Shed is cleaned, Patrol equipment washed and stored correctly.
- The First Aid Room is cleaned, equipment cleaned and stored correctly.
- An IRB is left Rescue Ready in the Boat Shed.
- Sunday afternoon Patrol is to wash down all vehicles and patrol shelter.

5.2 VICE PATROL CAPTAINS

5.2 (a) Along with the Patrol Captains, Vice Patrol Captains are there to provide leadership and support to Patrolling members and to represent Sorrento SLSC and Surf Life Saving Western Australia.

5.2 (b) In the absence of the Patrol Captain, the Vice Patrol Captain has like powers and responsibilities.

5.2 (c) Vice Captain to ensure all Patrol Equipment fit for use.

5.2 (d) Vice Captain to ensure First Aid Room clean and ready for use.

5.2 (e) Vice Captain to ensure portable First Aid Kits, AED's and Oxy Kits fit for use

5.2 (e) Vice Captain and the Patrol IRB Driver(s) to ensure IRB(s) fit for use

5.2 (f) Vice Captain to ensure Radios Fit for Use.

5.3 (g) Remove from service and Log any faulty equipment.

5.2 (g) Assist the Patrol Captain to manage the Patrol.

5.3 PATROL MEMBERS

5.3 (a) Para 1.3 of the Constitution requires all Cadet, Active and Award Members, unless exempt, to perform Patrol Duties as laid down by these Bylaws and in accordance with SLSWA Bylaws.

5.3 (b) It is the responsibility of each Patrol member to personally attend all their rostered patrols and if unable to attend they must arrange a substitute of equal status and notify their Patrol Captain at least one week in advance. Refer to 5.9 for details on how to do this.

5.3 (c) It is the member's responsibility to present for Patrol in a fit state, not under the influence of Drugs or Alcohol. They should be able to provide a 0% reading for alcohol or drugs.

5.3 (d) Smoking is prohibited when on Patrol and or when wearing Patrol Uniform.

5.3 (e) The approved patrol uniform must always be worn when patrolling. This ensures that members are readily identifiable to the public as well as to other club members. Members shall always display appropriate and respectful behavior when in Patrol Uniform.

5.3 (f) Each member will sign the Patrol Logbook at the start of patrol and shall sign off at the end of patrol.

5.3 (g) Patrol members will report to the Patrol Captain at least 15 minutes prior to the commencement of their patrol, sign the register and assist with the setup/changeover of the patrol.

5.3 (h) Patrol members are to obey all instructions from the Patrol Captain.

5.3 (i) All patrol members must conduct themselves in a manner acceptable to the Club and ensure they carry out their patrol effectively.

5.3 (j) All Patrol Equipment to be used as it is intended to be used.

5.3 (k) All patrol members must assist with the pack up of the Patrol Equipment and the cleaning of the Boat Shed and First Aid Room as directed by the Patol Captain.

5.4 FIRST AID

5.4 (a) The First Aid Room shall only be used for its intended use.

5.4 (b) The First Aid Officer is responsible for ensuring the First Aid Room is stocked and ready for use before Weekend Patrols commence.

5.4 (c) The First Aid Officer is responsible for ensuring Portable First Aid Kits, AED's and Oxy Kits are fit for use before Weekend Patrols commence

5.4 (d) The Vice Patrol Captain is responsible for ensuring the First Aid Room is ready for use before, during and after their Patrol.

5.4 (e) The Vice Patrol Captain is responsible for ensuring the Portable First Aid Kits, AED's and Oxy Kits are ready for use before, during and after their Patrol.

5.4 (f) The Vice Patrol Captain must ensure First Aid Registers are completed after every First Aid incident.

5.4 (g) The Vice Captain must report any reduction in minimum First Aid Supplies, Faulty Equipment or Gas Bottle Levels.

5.4 (h) The First Aid Officer, after weekend Patrols shall review all First Aid Registers and Reports and act on them as necessary, replacing or repairing faulty equipment, replenishing stocks, and or ensuring gas bottles are full.

5.4 (i) The First Aid Officer should advise the Life Saving Director and or Patrol Officer of any trends and possible actions.

5.5 PATROL IRB(s)

5.5 (a) The Patrol IRB(s) shall only be used for its intended use and must only be operated by a Proficient IRB Driver.

5.5 (b) The IRB Officer is responsible for ensuring the Patrol IRB(s) is ready for use before Weekend Patrols commence.

5.5 (c) The IRB Office is responsible for ensuring sufficient Fuel Supplies are available for The Patrol IRB(s) before Weekend Patrols commence

5.5 (d) The Vice Patrol Captain is responsible for ensuring the Patrol IRB(s) is ready for use before, during and after their Patrol.

5.5 (e) The Vice Patrol Captain is responsible for ensuring the Patrol IRB(s) fuel supplies are sufficient for use before, during and after their Patrol.

5.5 (f) The Vice Patrol Captain must ensure Patrol IRB Registers are completed after every Patrol

5.5 (g) The Vice Captain must report any Patrol IRB maintenance issues.

5.5 (h) The Patrol IRB can only be operated after permission from the Patrol Captain. The IRB Driver must operate the Patrol IRB in accordance with all operational instructions from the Patrol Captain.

5.5 (i) The IRB Officer must ensure at least one IRB is always stored Rescue Ready outside Patrol Hours.

5.6 PATROL VEHICLES

5.6 (a) The Patrol Captain at the Start and during their Patrol shall determine which Club Vehicle(s) they will use as part of their Patrol Obligation. Once Chosen that vehicle(s) can only be used for Patrol operations and only with the Patrol Captain's approval.

5.6 (b) On request, The Patrol Captain may release a vehicle for use other than for patrol. The Patrol Captain's decision is final.

5.6 (c) The Gear Officer is responsible for ensuring the Patrol Vehicle(s) is ready for use before Weekend Patrols commence.

5.6 (d) The Gear Office is responsible for ensuring sufficient Fuel Supplies are available for The Patrol Vehicle(s) before Weekend Patrols commence

5.6 (d) The Vice Patrol Captain is responsible for ensuring the Patrol Vehicle(s) is ready for use before, during and after their Patrol.

5.6 (e) The Vice Patrol Captain is responsible for ensuring the Patrol Vehicle(s) fuel supplies are sufficient for use before, during and after their Patrol.

5.6 (f) The Vice Patrol Captain must ensure Patrol Vehicle Registers are completed after every Patrol

5.6 (g) The Vice Captain must report any Patrol Vehicle maintenance issues.

5.6 (h) The Patrol Vehicle(s) can only be operated after permission from the Patrol Captain. The Driver must operate the Patrol Vehicle in accordance with all operational instructions from the Patrol Captain.

5.6 (i) Patrol members are not permitted to drive the ATV unless they have been assessed as competent by the Gear Officer and hold a valid driver's license. Patrol members are not permitted to drive the Club 4WD vehicles unless they hold a valid driver's license and permission is granted.

5.7 PATROL EQUIPMENT

5.7 (a) Patrol Equipment shall only be used for its intended use.

5.7 (b) The Gear Officer is responsible for ensuring the Patrol Equipment is ready for use before Weekend Patrols commence.

5.7 (c) The Vice Patrol Captain is responsible for ensuring the Patrol Equipment is ready for use before, during and after their Patrol.

5.7 (d) The Vice Patrol Captain must ensure any Patrol Equipment Registers are completed after every Patrol, e.g. Radio Logs.

5.7 (e) The Vice Captain must report any Patrol Equipment maintenance issues.

5.7 (f) The Patrol Equipment can be generally described as, but not limited to, Patrol Shelter, Flags, Radios, Rescue Boards, Rescue Tubes, Board Stands, siren and the like.

5.8 PATROL UNIFORM

5.8 (a) The approved patrol uniform must always be worn when engaged in a Club Rostered Patrol or other Life Saving activity approved by the Life Saving Committee.
5.8 (b) Patrol Uniforms should not be worn outside of the club/patrolling area unless it is for the purpose of travelling to or from patrol duties or on official club, SLSWA or SLSA duties.
5.8 (c) The Patrol Uniform Consists of

- The Patrol Skull Cap must be worn, secured under the chin, at all times when in the water. At all other times, patrolling members must carry the Patrol Skull Cap on their person.
- Patrol Cap worn on the head.
- Club Bathers or Black Bathers
- Patrol Top
- Patrol Shorts
- Footwear where applicable
- SLSA Approved Reflective Vest, where applicable

5.8 (d) Where appropriate, approved SLSA personal protective equipment should be utilized as provided for specific tasks.
5.8 (e). Personnel should take appropriate sun precautions.
5.8 (f) The Club provides the members' initial Patrol Uniform after completing their appropriate SLSA Award. Replacement Uniforms are available from the Clothing Office. Old uniforms must be returned to the Club.
5.8 (g) Inappropriate clothing shall not be worn. Only The Patrol Captain, or Patrol Officer or the Life Saving Director can determine if clothing is inappropriate. Their decision is final.

5.9 ROSTERED PATROL ATTENDANCE & PROXIES

5.9 (a) All Rostered patrol members are required to personally attend their Rostered Patrols or arrange for a suitably Qualified replacement (Proxy) to attend on their behalf.

5.9 (b) Patrolling members are responsible for checking their Patrol Roster (Roster available on Club Web Site) and deciding if available for patrolling on their designated dates or organising substitutes.

5.9 (c) Members not able to make their designated patrols should notify their Patrol Captain of their unavailability and then arrange a suitable substitute, preferably 7 days in advance. Refer to the Club Web site for assistance on how to arrange for a Proxy.

5.9 (d) The Proxy should have the same or higher SLSA Awards as the Rostered Member and commit to attending your full Patrol.

5.9 (e) Failure to attend your Rostered Patrol and not have organized a suitable Proxy will cause that member to be “in arrears” (Hours Down) of Rostered Patrol Hours equal to the hours not attended. This can become cumulative if more than one Rostered Patrol is missed with no Proxy.

5.9 (f) Members may make up their “Hours Down” by personally attending

- Another Rostered Patrol, but not as a Proxy for a Member of that Rostered Patrol and or
- Providing Life Saving Services at a Board Endorsed Water Safety Event and
- Be at the start and or finish of the Rostered Patrol or
- Complete the full Roster of the Water Safety Event

5.9 (h) Patrol Hours accrued when doing a Proxy for another member will not reduce any personal patrol hour arrears, however, will count towards your full year personal Patrol attendance.

5.9 (i) Members are encouraged to attend other Rostered Patrols as a volunteer or provide Life Saving Services at any Board Endorsed Water safety Event. Hours completed will be added to the member’s full year Personal Patrol attendance.

5.9 (j) Members cannot use any previously accrued Personal Patrol Hours gained by attending as a volunteer in a Rostered Patrol or providing Life Saving Services (water safety) at a Board Endorsed event, if the fail to attend any later Rostered Patrol without a Proxy they will be deemed “Hours Down”.

5.9 (k) Members more than Eight (8) Hours Down will be contacted by the Patrol Officer to discuss their situation and may develop a plan or course of action to remedy the situation.

5.9 (l) Members more than Twelve (12) hours down will need to attend a meeting of the Life Saving Committee, which may impose sanctions on the member, including loss of some Club Privileges, but cannot suspend the member.

5.9 (m) Members more than Sixteen (16) hours down will be referred to the Board for its determination. The board may impose further sanctions or refer the member to the Club Discipline Committee.

5.9 (n) Members have the right of appeal to the Board about any sanction or loss of Club Privilege imposed on them. The Board’s decision is final.

5.9 (o) If a Patrolling Member cannot perform any Rostered Patrol hours, they can apply to the Life Saving Committee for an exemption or change of Patrol Status. Members may appeal to the Board any decision by the Life Saving Committee regarding their application.

5.10 AUXILLARY PATROL

5.10 (a) The Constitution requires All Cadet, Active and Award members to personally perform Patrol Duties as laid down in these Bylaws.

5.10 (b) Rostered Patrol Duties is the standard method of members complying with that Constitutional Requirement; however, another option exists, application for Auxiliary Patrol Status.

5.10 (c) Auxiliary Patrol Status is available to members who due to personal circumstances cannot commit to Rostered Patrols. Each year Members must make an application to the Life Saving Committee to be added to the Auxiliary Patrol Register, stating their reasons why they cannot commit to Rostered Patrols. The Life Saving Committee will review the members’ application and make a determination.

5.10 (d) The member has the right of appeal to the Board regarding the Life Saving Committee's decision. The Board's decision is final.

5.10 (e) Once added to the Auxiliary Patrol Register, Auxiliary team members can fulfill their personal Patrol Duties and Patrol Obligation by attending rostered patrols either by acting as a Proxy for others or on a voluntary basis and or providing Life Saving Services at a Board Endorsed Water Safety Event.

5.10 (f) By the end of the season Auxiliary Patrol Members are expected to have personally completed the minimum Patrol Hour Obligation as per para 5.11(b) and (c).

5.10 (g) Failure of an Auxiliary Patrol Member to meet the requirement of 5.10 (f) will see them removed from the Auxiliary Register and be banned from applying for Auxiliary Status for 12 months.

5.11 PATROL OBLIGATION

5.11 (a) Paras 2.4 (d), (e), (f) & (i) of the Constitution requires Cadet, Active and Award Members to fulfill their Patrol Obligations associated with their Class of Membership.

5.11 (b) The Life Saving Committee has determined the following requirements are to be met for Cadet, Active and Award Members to fulfill their Patrol Obligation. They all must

- Have personally attend or arranged a Proxy for all their Rostered Patrols for the season and,
- Have complied with these Bylaws and,
- Personally accumulated at least Twenty-Four (24) hours of personal attendance, subject to 5.11 (c).

5.11 (c) The accumulation of the Personal Rostered Patrol Attendance is to be made up as follows

- At least eight (8) hours accumulated from the Start of the Season until 31st of December and
- At least eight (8) hours accumulated from the 1st of January until the end of the season.

5.11 (d) All Cadet, Active and Award Members achieving their Patrol Obligation will be eligible to receive any Patrol Rebate as determined by the Club and may also receive any other recognition as set by the Board.

5.12 PATROL REQUIREMENT EXEMPTIONS

5.12 (a) All Patrolling Members have the right to apply in writing to the Life Saving Committee to be exempt from all or part of the Patrol Requirements of Para 5 of these Bylaws.

5.12 (b) The written application should identify the parts of Para 5 they cannot comply with and their reasons why. The Life Saving Committee may request further information and or your attendance at the review meeting.

5.12 (c) The Life Saving Committee shall review all applications for exemption and pass their recommendations through to the Board for its approval or otherwise.

5.12 (d) Members may appeal the Board's decision. The Board's decision on the appeal will be final.

5.13 APPLICATIONS FOR ACTIVE RESERVE & LONG SERVICE MEMBERSHIP

5.13 (a) All Patrolling Members have the right to apply in writing to the Life Saving Committee to have their Membership Classification changed to Active Reserve or Long Service.

5.13 (b) The written application for Active Reserve should identify the member's compliance with the conditions of Active Reserve Membership as detailed in para 2.4 (g) of the Constitution or the conditions of Long Service Membership as detailed in para 2.4 (h).

5.13 (c) The Life Saving Committee shall review all applications for Membership reclassification and pass their recommendations through to the Board for its approval or otherwise.

5.13 (d) Members may appeal the Board's decision. The Board's decision on the appeal will be final.

5.13 (e) Once membership reclassification has been granted by the Board, the member's Patrolling Obligations and Requirements change to the new Classification. For Active Reserve Membership they will be exempt from Patrol Duties, unless called upon by the Life Saving Director. For Long Service Membership they shall be exempt from all Patrol Obligations and no longer be required to perform Patrol Duties.

5.13 (f) Active Reserve and Long Service Mmebers may volunteer for Patrol Duties and or Water Safety Events but must meet all the minimum SLSA & SLSWA Qualifications as defined for Active Membership.

5.13 (g) As defined in para 2.4 (g) of the Constitution, application for Active Reserve must be done each year. If a member fails to re-apply each year their Membership Classification reverts to Active, and they must comply with all the requirements of Active Membership

5.13 (h) As defined in par 2.4 (h) of the Constitution, once a member has been reclassified as Long Service, they retain that classification going forward if they comply with all the obligations of a Long Service Member.

5.14 RISK MANAGEMENT

6.14 (a) Risk Management is a systematic method of identifying, analyzing, evaluating, and treating risks associated with our activities that will enable our Lifesaving Services to minimize injuries and losses and maximize opportunities.

5.14 (b) A hazard is a source of potential harm or a situation with a potential to cause loss and a risk is the chance of something happening that will have an impact upon outcomes in terms of consequences and likelihood.

5.14 (c) Risk Management is a multifaceted process of continual improvement, aspects of which are often best carried out by more than one person.

5.14 (d) The Patrol Captain or Vice-Captain should constantly assess risks to members and the public and implement the appropriate level of response. In particular, the level of risk for 'response' vs. 'recovery' operations should be carefully considered.

5.15 INCIDENT REPORTING

5.15 (a) All accidents and incidents to Patrolling Members, however minor, should be logged in the club's patrol log and on an incident report form.

5.15 (b) All accidents and incidents involving members of the public should be reported to the Patrol Captain as soon as practicable and be logged in the club's patrol log and on an incident report form.

5.15 (c) Where required by Law, accidents involving (for example) members of the public, damage to property, or injury to persons should be reported to the Police.

5.16 DEBRIEFING

5.16 (a) All Club members involved in rescues that involve fatalities or serious injury to patients shall attend a mandatory debriefing.

5.16. (b) Counselling by an independent counselling service will be offered. The Life Saving Director is responsible for arranging the Counselling.

5.16 ANTI SOCIAL BEHAVIOR

5.16 (a) Anti-Social behavior can include drinking in public, lewd acts, inappropriate language, or fights.

5.16 (b) It is not the role of club members to police such behavior. In the first instance ensure the safety of the patrol and public. Inform the Lifeguard / Surfcom, and in consultation with them determine if Council Rangers or the Police should be called.

PARA 6 EDUCATION REQUIREMENTS

6.1 GENERAL

6.1 (a) The Education Officer under the direction of the Life Saving Director has overall responsibility to deliver all SLSA Education Programs to new members, existing members, and the community.

6.1 (b) All Training Programs must be designed and implemented to ensure candidates for the various awards have the best opportunity to learn the appropriate skills and be able to correctly demonstrate them to SLSA Assessors.

6.1 (c) The Education Officer must ensure all programs are delivered fairly to all in a safe and healthy environment, treating all those involved with respect.

6.1 (d) The Education Officer must ensure members have pathways to become Trainers and Assessors.

6.1 (e) The Education Officer should encourage Existing Members to attain higher SLSA Awards.

6.1 (f) The Education Officer is responsible for the correct use and maintenance of all Training Equipment and Rooms.

6.1 (g) Once satisfied with their ability, the Education Officer will submit all the required forms for members to be Assessed by SLSA Assessors.

6.1 (h) The Education Officer must submit to the Club Administration all the required forms to confirm members have achieved their SLSA Annual Skills Maintenance requirements. The Club Administration shall enter results into the appropriate Data Base.

6.2 INFORMATION PACKS

6.2 (a) To ensure consistency of Education, high levels of teaching and learning, the Education Officer shall develop Award Specific Information Packs. These shall be developed by combining SLSA and SLSWA base reference Manuals, information obtained at the Annual SLSWA In Service Seminar(s) and via any memorandums issued by SLSA and SLSWA.

6.2 (b) To ensure consistency of assessment for the Annual Skills Maintenance checks the Education Officer shall develop a Skills Maintenance Information Pack, developed like the Award Specific Information Packs

6.2 (c) The Education Officer shall organize an in-service workshop for Club Trainers and Assessors to understand and comment on the Information Packs. The Education Officer should listen to all comments and may make any changes.

6.2 (d) Once developed the Education Officer shall submit the Award Specific and Skills Maintenance Information Packs to the Life Saving Committee for their approval or amendment.

6.2 (e) Once approved by the Life Saving Committee all Club Appointed Trainers and Assessors must train and assess members based on these Information Packs.

6.2 (f) Throughout the season Club Appointed Trainers and Assessors can recommend changes / updates to these packs for consideration by the Life Saving Committee.

6.2 (g) The Education Officer shall ensure all Trainers and Assessors have access to the Approved Information Packs.

6.2 (h) All Trainers and Assessors who wish to be part of The Club's training courses and Skills Maintenance (proficiency tests) need to agree to Train and Assess as per the details within these Information Packs.

6.2 (i) Failure of Trainers and Assessors to follow the agreed Information Pack methods will see them unable to train (or run Skill Maintenance checks) at Sorrento. On the first instance the Education Officer will meet with the trainer and discuss any concerns, with this action being reported to the Life

Saving Committee. Continued failure to comply with the Information Pack will be referred to the Life Saving Committee for its action.

6.3 TRAINERS

6.3 (a) Each year The Education Officer in consultation with the Life Saving Committee shall nominate SLSA Award Trainers to the Board as per para 4.12.

6.3 (b) The Education Officer shall also identify those members wishing to gain their Trainers Certificate. They shall then be put into a training and mentoring role to develop into competent Trainers.

6.3 (c) Only Board Approved Trainers and developing Trainers can train any Club Member or member of the community.

6.3 (d) All Training shall comply with the Award Specific Information pack.

6.3 (e) When the Education Officer has a suitable number of candidates for an Award, The Education Officer appoints a Lead Trainer for each education course and works with that Lead Trainer to appoint a team of trainers that complement each other's skills and work well together

6.3 (f) Trainers should treat all candidates for Award fairly, in a safe and healthy environment, treating all those involved with respect.

6.3 (g) Trainers should recognize the different learning and skill levels of the candidates and deliver training in an appropriate way.

6.3 (h) The Education Officer should be advised when, in the opinion of the Lead Trainer, they believe the candidates are ready for assessment.

6.3 (i) When advised candidates may be ready for assessment, the Education Officer should confirm that assessment.

6.3 (j) If in the opinion of the Education Officer, the candidates are not ready for assessment, the Education Officer should advise the candidates of their reasons and work with the Lead Trainer to rectify any areas of concern.

6.3 (k) If in the opinion of the Education Officer the candidates are ready for Assessment, The Education Officer shall submit all the necessary requests and arrange for a SLSA Assessor to review the candidates.

6.3 (l) Trainers are to ensure all training equipment is fit for use and used as intended. Trainers must tag out any faulty equipment and report it to the Education Officer any faulty Equipment.

6.4 ASSESSORS

6.4 (a) Each year The Education Officer in consultation with the Life Saving Committee shall nominate SLSA Assessors to the Board as per para 4.13.

6.4 (b) The Education Officer shall also identify those members wishing to gain their Assessors Certificate. They shall then be put into a training and mentoring role with other Qualified Assessors to develop into competent Assessors.

6.4 (c) Only Board Approved Assessors and developing Assessors can Train any Club Member or member of the community.

6.4 (d) All Training shall comply with the Award Specific Information pack.

6.4 (e) Board Approved Assessors conducting Award Specific Training must deliver that training in accordance with para 6.3.

6.4 (f) When a Club member is appointed to Assess candidates for Award or Skills Maintenance Checks, only Board Approved Assessors can be appointed, else SLSWA appointed Assessor is to be used.

6.4 (g) When a Board Approved Assessor reviews a candidate's suitability to gain their award, that assessment must comply with the Award Specific Information Pack created in para 6.2

6.5 NEW MEMBER OBLIGATIONS

6.5 (a) Para 2.4 (c) of the Constitution requires New Members and existing members to gain the appropriate SLSA Award applicable to their Class of Membership within three months of joining or moving to a different Age Dependent Membership Classification, e.g. Cadet to Active 15 to 18 years.

6.5 (b) The Club Administrator is to provide a list of New Members and existing Members requiring membership specific award to the Education Officer. The Club Administrator must notify these Members of their Award Obligations, any Pre-Requisites, and how to contact the Education Officer.

6.5 (c) Members may make an application to the Life Saving Committee for an extension of time to meet their Membership Specific Award. The Life Saving Committee will advise the Board of their recommendation. The Board will endorse or otherwise that recommendation.

6.5 (d) Until that member achieves their Membership Specific Award they shall remain a Probationary Member.

6.6 ANNUAL SKILL MAINTENCE CHECK

6.6 (a) Paras 2.4 (d), (e), (f), (g) and (i) of the Constitution requires those members to pass the Annual Skill Maintenance Requirements of their Awards if they wish to maintain their Membership Classification, be able to provide Patrol Duties and compete in SLSWA and SLSA competitions.

6.6 (b) Para 2.4 (h), and (m) of the Constitution requires those members to pass The Annual Skills Maintenance Requirements of their award if they wish to compete in SLSWA and SLSA competitions.

6.6 (c) Members must pass this Assessment each year by the 31 of December, unless they have recently gained their award. The Life Saving Committee will determine whether they need to do the test or not.

6.6 (d) The Education Officer has overall responsibility to deliver these Assessments in line with the Information Pack created in para 6.2. and to ensure all records are updated as required.

6.6 (e) Those members as listed in Para 6.6 (a) who fail to pass this assessment by 31st of December will have their Membership Classification changed to Probationary, until they pass the assessment.

6.6 (f) Those members as listed in Para 6.6 (b) who fail to pass this assessment by 31st of December will be unable to compete in any SLSWA or SLSA competitions.

6.6 (g) Members are not compelled to be assessed by the Club and may arrange their own Assessment. In these cases, it is the member's responsibility to ensure they are assessed by an SLSA Assessor, by the 31st of December and they are responsible for lodging their records.

6.7 RISK ASSESSMENTS

6.7 (a) Before conducting any water-based training activities, The Lead Trainer is responsible to ensure adequate water safety is available before their training can start.

6.7 (b) Before starting any training sessions the Lead Trainer must

- Assess the Surf Conditions
- Assess the Environmental Conditions
- Determine the Swimming capabilities of all his trainees.
- The number of participants
- The Activity to be conducted and the equipment required to complete it.
- Water Safety Ratios as directed by SLSWA. and the Club
- Participants are wearing hi-vis vests and appropriate cap.

- Complete and lodge the SLSA Risk Assessment Form

6.7 (c) Once training has commenced The Lead Trainer must continually assess the Conditions and Environment and halt all activities if in their Opinion Conditions deteriorate.

6.7 (d) The Education Officer, Life Saving Director, Patrol Officer, or The Rostered Patrol Captain can call a halt at any time to any Training Activity, if in their opinion, conditions are not suitable for that group of candidates.

6.7 (e) Once halted, training can only recommence when the person who halted the training determines conditions have improved enough for training to recommence.

6.7 (f) All Risk Assessments must be recorded in the Risk Register.

PARA 7 AWARDS & TROPHIES

7.1 GENERAL

7.1 (a) The Life Saving Committee presents several Club Life Saving Awards and Trophies.

7.1 (b) Only financial Patrolling members who have fulfilled their Patrol Obligation as defined in Para 5.11 of these Bylaws shall receive any Life Saving Award or Trophy.

7.1 (c) All equipment used at all competitions must comply with SLSA guidelines.

7.1 (d) All those involved with these Awards and Trophies must compete in the spirit of the event, within the rules of the event and in good faith.

7.1 (e) Only the following Awards and or Trophy events will be Presented

- Champion Patrol
- Patrol Person of the Year
- 100% Patrol Attendance
- Top 10 Patrol Hours
- Trainer of The Year
- Assessor of The Year

7.1 (d) All Award and Trophy winners will have their names recorded in the Annual Report.

7.2 CHAMPION PATROL

7.2 (a) Champion Patrol will be determined by a series of tasks and requirements assessed over the season as outlined below.

7.2 (b) Each Patrol will be assessed, at least once per year, in the following areas

- Rescue Scenario
- Patrol Equipment in use (Operational and in line with Patrol Contract)
- Signals Test
- General Surf Awareness Questions
- General First Aid knowledge

Maximum point allocation 200pts

7.2 (c) Patrol Attendance. 20pts per Patrolling member who meet their Patrol Obligation as per Para 5.11. Maximum point allocation 100pts.

7.2 (d) Patrol Logbooks. The Patrol Officer will allocate 10pts per logbook that is correctly completed after every patrol.

- Patrol Logbook.
- IRB Logbook
- First Aid Register
- Incident Register
- Risk Register

7.2 (e) At the start of the season Patrols will be allocated 200pts. Patrols may lose some of these points at any time for any of the following,

- Patrol not ready by Patrol Commencement Time -50pts
- Patrol removing equipment before Patrol End Time -50pts
- No one in Tower -50pts
- Any Patrol Member not wearing Patrol Uniform -10pts / member.
- First Aid Room not clean -20pts
- Any Non-Operational / missing item of Patrol Equipment -20pts / item

Only members of the Life Saving Committee can deduct any of these points and only after consultation with the Patrol Captain. The final point allocation may be a negative number.

7.2 (f) The Campion Patrol will be won by the Patrol accumulating the most points by adding all the activities from 7.2 (b) to 7.2 (e).

7.2 (g) The Champion Patrol shall have their names placed on the Patrol Honor Board.

7.3 PATROL PERSON OF THE YEAR

7.3 (a) Patrol Person of the Year will be determined by a series of nominations and assessment by the Life Saving Committee

7.3 (b) After every Patrol or Board endorsed Life Saving Event, the Patrol Captain may nominate one of their Patrol Members for this award. A short explanation should accompany each nomination. Nominations should be based on the member's commitment to the Patrol, attitude, team participation, and or any outstanding contribution.

7.3 (c). At the end of the season the Patrol Office shall tally up the number of nominations and present the three highest tallies to the Life Saving Committee.

7.3 (d). The Life Saving Committee shall assess the nominations and determine a winner.

7.3 (e) The Patrol Person of the Year shall have their name placed on the Patrol Honor Board.

7.4 100% PATROL ATTENDANCE

7.4 (a) This Award is based on the Patrol Member's Personal Attendance to their Rostered Patrol

7.4 (b) To gain this Award the Patrol member must have personally attended ALL of their Rostered Patrols and fully completed each of these Patrols (be there at the start and finish).

7.4 (c) Any use of a Proxy by the Patrol Member we make them ineligible for this Award.

7.4 (d) Members attaining 100% Patrol Attendance will have their names recorded in the Annual Report.

7.5 TOP TEN PATROL HOURS

7.5 (a) Awarded to the top ten patrol attendees.

7.5 (b) At the end of the season the Ten members who have accumulated the most PERSONAL Patrol Hour attendances shall be recognized for this.

7.5 (c). These Ten Members shall have their names and patrol Hours recorded in the Annual Report

7.6 TRAINER OF THE YEAR

7.6 (a) This award is determined by a series of nominations and assessment by the Life Saving Committee.

7.6 (b) At the end of the season the Education Officer shall nominate three Club Trainers who have shown commitment, excellence, and innovation around SLSA Award Training.

7.6 (c). The Life Saving Committee shall assess these nominations and determine the Trainer of the Year

7.6 (d). The Trainer of the Year shall have their name placed on the Perpetual Trophy.

7.7 ASSESSOR OF THE YEAR

7.7 (a) This award is determined by a series of nominations and assessment by the Life Saing Committee.

7.7 (b) At the end of the season the Education Officer shall nominate three Club Assessors who have shown commitment, excellence, and innovation around SLSA Award Assessment.

7.7 (c). The Life Saving Committee shall assess these nominations and determine the Assessor of the Year

7.7 (d). The Assessor of the Year shall have their name placed on the Perpetual Trophy.

PARA 8 CONDUCT

8.1 CODE OF CONDUCT

8.1 (a) At all times, all Patrolling Members, Position Holders, and any other person identifying with the Club must comply with this Code of Conduct

8.1 (b) The Code of Conduct requires all those associated with Life Saving Activities to

- Treat each other with respect
- Be courteous to each other.
- Every person must compete fairly and in the spirit of the event.
- All equipment to be used in the correct manner.
- Act in a manner acceptable to the Club and within the Patrol Bylaws.
- Must wear the approved cap and hi-vis vest for all club training activities.
- Follow all directions given by any Position Holder listed in Para 4.
- Comply with the Life Saving Bylaws
- Comply with all other Club Bylaws
- Comply with the Club's Membership Protection Policy
- Comply with the Club Constitution

8.2 BREACH OF CODE

8.2 (a) Failure to comply with the Code of Conduct may cause that person to be excluded from that event or training session. Only the Life Saving Director, Assistant Life Saving Officer, Patrol Officer, Education Officer, Patrol Captain, or Lead Trainer can exclude that person at that time.

8.2 (b) The Life Saving Committee shall review all breaches of the code and may issue further sanctions but cannot suspend from office or suspend a member from the Club. Any sanction issued by the Life Saving Committee must be in proportion to the breach and endorsed by the Board before that sanction can be imposed.

8.2 (c) Depending on the severity of the Breach the Life Saving Committee may refer the Breach to the Board who must deal with the Breach in line with the Club's Disciplinary process.

8.2 (d) A member has the right of appeal to the Board regarding any sanction imposed on them by the Life Saving Committee.

8.2 (e) Any alleged Breach of the Club's Membership Protection Policy must be reported to the Life Saving Director who will pass the allegation through to the Board. The Board will deal with the allegation in line with the Membership Protection Policy.

8.2 (f) Members may seek the support / guidance of a Member Protection Officer regarding any alleged Breach of the Club's Membership Protection Policy.

8.3 BREACH OF LIFE SAVING BYLAWS

8.3 (a) Various remedies and sanctions exist for breaches of the Life Saving Bylaws and are detailed within these Bylaws, in particular Para 5 Patrol Requirements and Para 6 Education Requirements.

8.3 (b) Para 5 details Patrolling Members' Patrol Duties, Responsibilities and Obligations. Failure to meet any of these may incur sanction(s) imposed by the Life Saving Committee, The Board or Club Discipline Committee.

8.3 (c) Para 6 details the Club's Education Policies and Procedures, Obligations on Trainers and Assessors, Obligations on Members regarding SLSA Award requirements and on Club Member Annual Skills Maintenance Checks. Failure to meet any of these may incur sanction(s) imposed by the Life Saving Committee, The Board or Club discipline Committee.

8.3 (d) A member has the right of appeal to the Board regarding any sanction imposed on them by the Life Saving Committee

8.4 REMOVAL FROM POSITION

8.4 (a) All the Life Saving Position holders listed in Para 4 must carry out their roles to the best of their ability, in accordance with all Life Saving Committee Policies and Procedures, and in the best interests of the Club.

8.4 (b) A Life Saving Position Holder may be suspended from their position, if in the opinion of the Life Saving Director, their continuance would be detrimental to the Club.

8.4 (c) Such suspension from Position shall continue until the next Board meeting, when it shall cease unless the Board otherwise directs.

8.4 (f) A member has the right of appeal to the Board regarding any removal from Position,

8.5 MEMBER PROTECTION INFORMATION OFFICER

8.5 (a) A Member Protection Information Officer (MPIO) is responsible for the provision of information about a person's rights, responsibilities and options when an individual is making a complaint, has a concern or is the subject of a complaint.

8.5 (b) Member Protection Information Officers do not mediate or investigate complaints, they simply provide information regarding the complaints process to either a complainant or a member alleged to have breached the Club Membership Protection Policy.

PARA 9 LIFESAVING EQUIPMENT

9.1 GENERAL

9.1 (a) Unless explicitly stated, the Club owns all Lifesaving Equipment and empowers the Life Saving Committee to exercise control, use, and repair of this equipment.

9.1 (b) Life Saving Equipment can only be used for its intended use, in line with SLSA guidelines and manuals, SLSWA guidelines and manuals and these Bylaws

9.1 (c) Various Life Saving Office Position Holders have delegated authority to oversee the preparedness, use and repair of specific Life Saving Equipment as per these Bylaws.

9.2 AVAILABILITY OF LIFESAVING EQUIPMENT

9.2 (a) The Life Saving Committee through the various Life Saving Committee Position Holders, Patrol Captains, Trainers, and Assessors are responsible to ensure the appropriate Life Saving Equipment is available, ready to use, returned and stored as required by these Bylaws.

9.3 PATROL UNIFORMS

9.3 (a) The Club retains possession of all Patrol Uniforms and only provides uniforms to members on the clear understanding that they must be returned either as they wear out or if member ceases to be a member of the Club.

9.3 (b) The Club provides the members' initial Patrol Uniform after completing their initial appropriate SLSA Award. Replacement Uniforms are available from the Clothing Office.

9.3 (c) Before a member can be issued a replacement uniform, the old uniform must be returned to the Club.

9.3 (d) The member accepts and agrees to any condition placed on the wearing of the uniform.

9.3 (e) The uniform can only be worn to, during and from Patrol or at any Club Approved Event.

9.4 ALLOCATION OF LIFESAVING EQUIPMENT

9.4 (a) The Life Saving Committee may allocate any item(s) of Life Saving Equipment, if in the opinion of the Committee, the allocation will improve the effectiveness of the Life Saving Activity associated with that equipment

9.4 (b) Any Life Saving Equipment allocated remains the property of the Club and must be returned to the Club at the agreed date.

9.4 (c) Any member may make application to the Life Saving Committee to have an item(s) of Life Saving Equipment allocated. All applications must comply with these Bylaws. The Life Saving Committee's Decision is final and not subject to appeal.

9.4 (d) All allocated equipment must comply with the following

- Acknowledgement by the member that the Club retains ownership of the item(s)
- Clear start and return dates agreed
- The member agrees to use the equipment as it is intended to be used and in accordance with these Bylaws
- The member agrees to maintain the equipment in good repair and appropriately stored.
- The member agrees to make good any damaged or lost item(s).
- The member agrees to notify the Life Saving Director within 7 days if the item is damaged, lost or stolen.

APPENDIX 1 RECORD OF CHANGE

Rev	Prepared By	Reviewed By	Approved By	Date Approved	Date Published	Reason for Changes
A	K. Jenner	Constitution Committee		January 2024		Re Write to conform to 2023 amended Constitution and general update.
B		Reviewed Life Saving Committee		February 2024		Updates provided to Constitution Committee
C		Constitution Committee		May 2024	-	- Final review to confirm compliance with Constitution
D	Lawson Rimmer	Board	Board	May 2024		Bylaws approved by Board.
E	Lawson Rimmer	Constitution Committee	Board	February 2025	September 2025	Amended to align with SLSWA Policy