



COTTESLOE SURF LIFE SAVING CLUB (INC.)

BYLAWS

**As approved at Annual General Meeting
25 July 2004**

**Compilation of Bylaws
May 2007**



*Cottesloe Surf Life Saving Club (Inc.)
Bylaws as at May 2007*

These Bylaws are made under the Constitution of Cottesloe Surf Life Saving Club (CSLSC or the Club). They contain various directions and requirements of CSLSC which are binding on CSLSC and Members of CSLSC, but which are not of a general nature which justifies inclusion in the Constitution. These Regulations are to be interpreted in accordance with and are subject to the Constitution of CSLSC.

The Bylaws are consistent with and are intended to uphold the Values of the Club, which have been defined by Members and are:

- Service
- Respectfulness
- Openness
- Honesty
- Great integrity and an appreciation for responsibility
- Demonstrable Equity

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

It should be recognised that CSLSC believes in/and operates under strict equity guidelines. Any reference to a person as he in this document is meant to be read as unisex.



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1 MEMBERSHIP

- a Members must be financial. Section 6 of the Club Constitution shall be applied.
- b Fees are due each year by the 31st day of October.
- c Members owing monies to the Club may not have their membership renewed or be able to have the privileges of Club facilities until such moneys are fully repaid.
- d The proficiency is not formally acknowledged with the SLSWA until the member is financial.
- e Visitors/Veterans visiting or competing in Club events shall be afforded the courtesy of the use of Club changerooms showers etc. at the discretion of Management.
- f Junior Division: It is recommended that in order to effectively participate in the Junior Division, one parent (at least) be encouraged to be a financial member in conjunction with their sibling.



3 POINTS RACES

- a Points races will be held each Sunday morning and points will be awarded on the following basis:

1st place	5 points
2nd place	4 points
3rd place	3 points
4th place	2 points

1 point will be awarded for competing.

1 point will be awarded for those on patrol, at carnivals or on duty for other approved Club business.

N.B. The Member must apply to the relevant Club Officer for this point to be awarded.

- b Points races may be divided into the following divisions:

SENIOR	U/19	U/16	VETERANS (SWIM)
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4 CLUB CHAMPIONSHIPS

MEN	OPEN	U/19	U/16
WOMEN	OPEN	U/19	U/16

- a Members must have competed in a minimum of 50% of the relevant club events (in that discipline) to be eligible.
Acknowledgement of carnivals, patrol duties and other relevant club business as approved by Management shall be included in the 50%.
- b Champion Patrol, Champion Lifesaver, Patrol & First Aid competitions to be conducted as an ongoing process throughout the season.
- c Events to be conducted as per the SLSA Competition Manual, and the SLSWA rules and regulations as stated.
These rules (in general) to be made clear to competitors prior to the event start.



5 CARNIVALS

- a Selection for carnivals will be by the Selection Committee (as per Constitution clause 10.7) with advice from sectional officers.
- b The Member must be financial, proficient, no hours down with patrols and of good standing and to have competed in a minimum of 50% of the Club swims.
- c It is considered proper that once a Member is selected, that Member will compete in the nominated event.



6 TOURING TEAM

6.1 Manager

- a Nominations to be called for ASAP and the Management Committee make the final selection in consultation with the Competition Committee.
- b The applicants are to be familiar with the Rules and Regulations as per the Competition Manual and the Team Managers Bulletin as circulated each year for such events as the National Titles.

6.2 Subsidy

- a The subsidy for winning medals at the National Titles shall be:
 - GOLD 100% return of the club airfare cost
 - SILVER 50% return of the club airfare cost
 - BRONZE 25% return of the club airfare cost
- b To be eligible the Member must have travelled with the Club Team, and under the Club conditions as endorsed by Management.



7 CLUB GEAR

- a Any Member not financial or proficient shall not be eligible to use Club gear.
- b Members must be of the relevant age to use the gear.
- c Where Club gear is unnecessarily damaged, disciplinary action will be taken as deemed appropriate by the Competition Committee.



8 PATROL DUTIES

- a PATROL CAPTAINS are responsible for the efficiency of the patrols and shall:
- TWICE during the season put their patrols through a simulated drill and ensure that each member does a tube swim of 100m.
 - Ensure that patrol members are proficient for the season.
 - Ensure that the patrol log is completed fully and accurately for that patrol.
- b DISCIPLINE – Patrol Members are responsible to obey the Patrol Captain's directions and orders to promote the principles of surf life saving and safe governance of the patrolled beach area.
- c Patrol Captains shall be able to suspend club activities until water safety requirements have been met.
- d The patrol shall be responsible for water safety for both Senior and Junior Activity swims and other water events that may be conducted.
- e The patrol shall be responsible for the return and washing of the IRB and buoys.
- f LEAVE FROM PATROL: When Members are unable to attend a rostered patrol, they need to comply with the following procedures:
- Notify their Patrol Captain beforehand;
 - Appoint a substitute to take their place and be responsible for their presence;
 - Substitute must report to the duty Patrol Captain; and
 - Substitutes must be proficient and be of similar patrols status, e.g. Captain for Captain, V/Capt for V/Capt, U/16 for U/16 etc.
- g Members missing a patrol without reason are to make up the patrol hours missed times 1.5, i.e., 6 hours make up for 4 hours missed.
- h Members are not permitted to make up hours on Sunday morning 9 am – 1 pm.
- i Patrolling Members are not to participate in Club events unless they have prior and only permission from the Patrol Captain.
- j Members hours down are not eligible for carnival selection until the hours are made up.
- k Members must have personally completed 50% of their rostered patrols to be eligible for entry to State and National Titles.



- l A Member shall not be entitled to have more than three (3) substituted patrols in a season.
- m Patrol Members shall not leave the beach without the Patrol Captain's permission. A loss of hours may be incurred for such a breach of duty.
- n Effective from October 1st 2000, patrolling members who are hours down at the end of the season, will have these hours carried forward to the new season. These hours must be made up in addition to the normal rostered hours for the new season.



9 PATROL COMPETITION

- a The Lifesaving Officer / Chief Instructor / Patrol Officer / Vice Captain will arrange a minimum of two inspections on each patrol throughout the season. These will contribute towards the interpatrol competition.

9.1 Interpatrol Competition

- a Each inspection to have 200 points maximum:
- b Includes signals test, patrol equipment, general surf questions, simulated task, cleanliness boatshed / first-aid room, layout of beach area, tower gear:
 - 20 point deduction – failed to return gear to correct storage and cleaned;
 - 20 point deduction – not wearing SLSA regulation patrol uniform; and
 - 20 point deduction – fail to clean / tidy boatshed and first aid room.
- c A mini-carnival with suitable events that all patrols can effectively participate, e.g. run-swim-run surf teams style; tube rescue, beach sprint, beach relay, board rescue, craft relay, ski race, other.
- d The Lifesaving Officer-of-the-day may activate such a program on given dates or conduct as a series process during the season.



10 JUNIOR ACTIVITIES

- a It is the aim of the following bylaws to encourage our Junior Activities members in all the areas essential to the main objectives of surf lifesaving. These objectives are to be proficient in the following areas:
- To be able to swim;
 - To be able to use a surfboard as a rescue craft;
 - To be able to run a reasonable distance; and
 - To be able to summon help and react in a quick decisive manner.
- b The above physical abilities, together with the knowledge gained when achieving their relevant Age Awards, Water Safety and Basic Surf Lifesaving skills should be the minimum requirements of a Junior Activities member.

10.1 Age Managers

- a Preferably to be a BRONZE holder; a minimum award to be the Surf Rescue Certificate.

10.2 Points

- a As per Membership bylaws re being financial.
- b Members must be proficient in their relevant section of Surf Awards four (4) weeks prior to the State Championships – if not proficient by that time points gained will be forfeited.
- c Members must compete in all events – i.e., swimmers must compete in runs and flags; runners must compete in swim and board etc each day of competition.
- d To assure safety and competence, competitors must compete in the swim in order to compete in the board events.

10.3 Carnivals

- a Selection in carnivals will be by (i) Age Manager, and (ii) Junior Activities Officer. Once selected, a competitor is expected to compete in the nominated event.

10.4 Trophy selection

- a To be nominated by the Junior Activities Committee comprising (i) Junior Activities Officer, and (ii) All Age Managers.



11 COACHING & CRAFT SUBSIDY GUIDELINES

11.1 Coaching Subsidy – Water / Beach

- a A Grade – 50% of coaching fees for the 6 months of the surf season.
 - State Championship medallist in the relevant individual event. (U / 15 to Open)
- b B Grade – 25% of coaching fees for the 6 months of the surf season.
 - State Championship top 6 in the relevant individual event. (U / 15 to Open)
- c Subsidies are awarded on the condition that competitors will represent the Club at interclub carnivals and the State Championships.
- d Subsidies are awarded in arrears at the end of each season based on State Championship results.
- e Coaching Subsidy Events: Surf Race, Belt Race, Tube Race, Beach Sprint, Flags, Ironman, Ironwoman.

11.2 Craft Subsidy – Board & Ski

- a A Grade – 50% of the purchase price of the surf craft. (paddles are not included)
 - State Championship medallist in the relevant individual craft event. (U/15 to Open)
- b B Grade – 25% of the purchase price of the surf craft.
 - State Championship top 6 in the relevant individual craft event. (U/15 to Open)
- c Subsidies are awarded on the condition that competitors will represent the Club at interclub carnivals and the State Championships.
- d The subsidy is repayable in full to the Club should the competitor cease to be a proficient member of the Club or fulfil the previous condition.
- e Subsidies are awarded at the time of purchase based on the competitor's State Championships results from the previous season.
- f The competitor is responsible for the safekeeping, maintenance and repair of the craft. Failure to do so may result in the subsidy being withdrawn.
- g In the event of the craft being damaged beyond repair in training or competition both parties will incur the loss as per the percentage of the subsidy.



- h If the craft is sold the subsidy is repayable to the Club at the subsidy percentage of the sale price. The Club must be informed in writing of the competitor's intention to dispose of the craft and has the first option to purchase the craft at a price agreeable to both parties.
- i The Club will retain ownership and the proof of purchase documentation during the term of the subsidy. The competitor will have sole rights to the use of the craft.
- j A maximum of 1 Board and 1 Ski subsidy is to be allocated per competitor.
- k Craft Subsidy Events – Board Race, Ski Race, Ironman, Ironwoman.
- l The Competition Committee may make special recommendations to the Management Committee for financial assistance to water, beach and craft competitors outside these guidelines.



12 CODE OF CONDUCT

12.1 Background

- a The Club is committed to the development of all of our Members. We will give our people the best possible opportunity to participate, compete and enjoy the Club in a way that ensures everyone gets a “fair go”.
- b This means:
 - Developing skills;
 - Promoting FUN and enjoyment;
 - Encouraging everyone to participate;
 - Highlighting the importance of fair play;
 - Discouraging and preventing harassment and discrimination; and
 - Providing an avenue for formal complaints and imposing disciplinary or corrective measures.
- c This code of behaviour has been developed to assist our Members to promote fair play and appropriate behaviour standards. The result will be a better atmosphere for our Members. It will ensure that Club Members grow up in a healthy, respectful and caring environment, free from harassment.
- d Harassment is a type of discrimination and can take many forms: a comment, conduct or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive. It is a kind of bullying and can come from someone who is more senior or junior to you, or someone from the opposite sex. Even where a person does not intend to offend, if their behaviour appears discriminatory then it may be contrary to this policy and discrimination legislation.
- e Types of physical harassment may include: Body gestures, invasions of personal space, shoving/pushing, fighting, punching, kicking, slapping etc.
- f Types of verbal harassment may include: Name calling, using offensive language or threatening others, slander (mischievous remarks about people) or using aggressive and intimidating tones when speaking about or to others.

12.2 Code of Behaviour

- a The Club Code of Behaviour requires Members to follow these guidelines:
 - Play by the rules.



- Never argue with an official. If you disagree, have the Club Captain, Age Group Manager or coach approach the official at an appropriate time to discuss the matter.
- Control you temper. Verbal abuse of officials or other competitors, or deliberately distracting or provoking an opponent is not acceptable or permitted in any sport.
- Work equally hard for yourself and your Club. Cottesloe's performance will benefit and so will yours.
- Be a good sport. Applaud all good efforts, winning or losing, whether they are by Cottesloe competitors or people from another club.
- Treat all members as you would like to be treated. Do not interfere with, bully, verbally insult or take unfair advantage of another member.
- Encourage each other to participate according to the principles of "fair play".
- Never ridicule, yell or bully each other for mistakes made or in losing a race.
- Remember that your Clubmates learn by your examples and actions.
- Cooperate with your coach, teammates and opposition. Without them there is no Club or competition.
- Compete to achieve personal goals.
- Show appreciation to parents, volunteers, officials and administrators – they are there to support and encourage you. Say, "thankyou".
- Promote a healthy team atmosphere that other clubs will envy.
- Compete for the fun and personal achievement, not just to please parents and coaches.

12.3 Procedures for Dealing with Harassment

- a The person who feels harassed, if at all possible, should make it clear to the person doing the harassing that they want the offending behaviour to stop. They should tell the offending person what specific behaviours they find offensive and, where possible, why. If this does not resolve the situation, or the victim feels unable to take this action, they should discuss this matter with a parent/guardian or make a formal complaint to the Club President. Complaints will be dealt with seriously, confidentially and quickly. The purpose of this policy is to make sure any offending behaviour stops, without reprisal against anyone making a complaint. If harassment is found to have taken place, disciplinary action may be taken.
- b The guiding principle should be: "Building Bridges Not Barriers".



13 DISCIPLINARY POLICY

- a Where a Member has a grievance arising from their involvement in surf lifesaving, whatever that may be, with another such member, officer or employee, and that person considers the grievance warrants investigation and action by the Club that person shall follow the following procedure.

13.1 Complaint

- a The Member shall contact, either in person, by telephone or in writing, the Club President, and advise that they have a grievance that they wish to discuss. Where a grievance is submitted in writing it should be addressed clearly to the Club President and marked "Private & Confidential".
- b If the grievance relates to conduct or alleged conduct of the Club President, then the grievance should be submitted to the Deputy President, and the Deputy President shall follow the procedures outlined below as if he/she were the Club President.
- c If the grievance relates to conduct or alleged conduct of any Club officer or member of the Disciplinary Committee, then that person shall not be permitted to be involved in deliberations of either the Management Committee or Disciplinary Committee as those deliberations relate to the matter the subject of the grievance.
- d The Club President should meet with the Member to discuss the grievance and establish whether the grievance is legitimate, and shall attempt to resolve the matter. If the Club President cannot resolve the matter to the satisfaction of the Member, the Club President should refer the grievance to the Disciplinary Committee.

13.2 Role of the Disciplinary Committee

- a Every referral to a Disciplinary Committee shall be clear and unambiguous and shall clearly set out the matter(s) required to be investigated or determined by the Disciplinary Committee.
- b Upon a referral to a Disciplinary Committee the committee Chairman shall, as soon as practicable, convene the Disciplinary Committee to inquire into the referral. This meeting should be within two weeks of the referral.
- c The Disciplinary Committee shall investigate the grievance as they see fit, subject to ensuring that the principles of Natural Justice and Procedural Farness are adhered to. These principles consist of the following elements:
 - *The right to a fair hearing:* This requires that a Member shall not be penalised by a decision affecting his or her rights or legitimate expectations unless given prior notice of the case against them, a fair opportunity to answer it and the opportunity to present his or her own case. Each person must have the opportunity to present their version of the facts and to make submissions on



the relevant principles of the Code of Conduct and the allegations against them.

- *The rule against bias:* The two main aspects of this rule are that a person adjudicating on a dispute must have no pecuniary or proprietary interest in the outcome of the proceedings and must not reasonably be suspected, or show a real likelihood, of bias.
- d Proceedings of the Disciplinary Committee are to be conducted in private.
- e The Disciplinary Committee shall have the power to require the attendance of any member at any proceedings before it, subject to ensuring that the member receives at least 7 days notice of attendance. It may interview any person whose knowledge of, or involvement in, the matter the subject of the grievance would assist the Disciplinary Committee in its deliberations.
- f After duly considering the circumstances of the grievance, the Disciplinary Committee shall report its findings, in writing, to the Management Committee and may make such recommendations as to a course of action or an appropriate penalty or penalties as it considers appropriate.
- g The Disciplinary Committee should make a recommendation to the Management Committee regarding the grievance within 4 weeks of the Disciplinary Committee being convened, unless it is not possible or reasonable to do so in the circumstances. In such a case the Disciplinary Committee shall advise the Management Committee of the expected date when the recommendation will be made.

13.3 Role of the Management Committee

- a The Management Committee shall consider the findings and recommendations of the Disciplinary Committee and shall impose whatever penalty or penalties, as it considers appropriate.
- b A finding of the Disciplinary Committee cannot be altered by the Management Committee, but a resolution passed by a majority of those present and entitled to vote at a meeting of the Management Committee at which such finding is presented, may refer the matter back to the Disciplinary Committee for the hearing of additional evidence. The grounds for such further reference shall be clearly stated in writing.

13.4 Penalties

- a Penalties that may be imposed on a Member include:
 - A reprimand;
 - Suspension of such activities, on such terms and for such period as the Management Committee thinks fit;



- Exclusion from a particular activity, event or events;
 - Expulsion from the Club;
 - Such combination of any of the above penalties as the Management Committee thinks fit.
- b The decision, any penalty, the reasons for the decision and notice of the Member's appeal rights shall be given to the Member in writing within 7 days and signed by the Club President.

13.5 Appeal rights

- a The decision of the Management Committee shall be final and appeal can only be made there from to a General Meeting of the Club.



14 MANAGEMENT COMMITTEE GOVERNANCE PRINCIPLES

- a The purpose of the Club Management Committee is to lead the long-term development of the Club as a whole.
- b The Management Team will model appropriate behaviours that are consistent with the Values of the Club, which are:
 - We pursue excellence in all aspects of Club life.
 - We are open, honest and timely in our communications.
 - We encourage fun through involvement, in all age groups.
 - We develop people to reach their full potential and as future leaders.
 - We respect ourselves, other members, the Club and the community.
 - We recognise outstanding achievement, contribution or effort.
- c The principles by which the Management team will operate, consistent with those Club Values above, are:
 - Bias for action:
 - Doing what we say we are going to do.
 - Not rushing through ideas, suggestions or proposals.
 - Considering options, thinking through issues and taking informed decisions in a timely manner.
 - Delegation not abdication
 - Management team members must achieve their goals through their respective sub-committees, by co-ordinating, delegating and following through with action.
 - Sub-committees have the necessary domain expertise and are closest to the respective points of implementation.
 - Sub-committees should consider options and make well considered recommendations.
 - Delegation can only occur downwards, not upwards.
 - The Management Committee will delegate to sub-committees but will not abdicate its responsibility to evaluate whole-of-Club implications when considering recommendations and making decisions.



- Deliberate in many voices, speak with one
 - The Management Committee will fully debate issues and enjoy the diverse views within the team.
 - A consensus position is desired, whereby all Management members agree to support a decision. Where consensus is not possible a vote will be taken.
 - The final decision will be communicated to all Members openly.
- Use of sound organisational principles
 - We are not about turning the Club into a business. However we are dealing with public funds and people's lives; we will respect this and attempt to operate in a sustainable and effective manner.
 - Where possible the Management Committee will make policy decisions rather than operational decisions, which are the domain of the sub-committees. Policy decisions will leave a legacy from which future Committees might benefit, rather than attempting to reinvent.
- Be Prepared
 - Sub-committee minutes & papers will be circulated in the week prior to Management meetings.
 - Management team members will read the documents before meeting and be prepared to discuss the issues and make decisions.



15 SCHEDULE OF SUBSCRIPTIONS

Membership subscription rates for 2007/08:

Membership category:	Fee
Minnows (5-6 years)	\$70.00
Nippers (7-13 years)	\$70.00
Under 15	\$70.00
Under 17	\$70.00
Under 19	\$100.00
Active Senior	\$140.00
Award	\$140.00
Active Reserve	\$140.00
Long Service	\$140.00
Senior Long Service (Long Service members aged 60 or more)	\$50.00
Associate	\$170.00
Gym Membership (includes Associate fee)	\$350.00
Family (see below)	\$225.00
State Titles Competition Levy	\$40.00
National Titles Competition Levy	\$40.00

Family Membership encompasses one or two parents or guardians plus their children who are attending primary or secondary school. This was clarified at the Special General Meeting held on 13 October 2002.



16 EXECUTIVE OFFICER

- a As per the Constitution, the Management Committee may employ staff to assist the Club to administer and promote the objects of the Club. Such staff may include an Executive Officer whose duties shall be as provided for as follows and who shall operate in close liaison with the Management Committee and other Club Officers, and shall attend and act as Minute Secretary for Annual General and Special General Meetings.

Position	Executive Officer
Date	24 August 2007
Position reports to	Management Committee
Positions reporting to this one	Nil

Objectives	<ol style="list-style-type: none">1. Develop sustainable revenue streams to fund Club activities.2. Establish efficient administration systems that ensure performance, compliance and affiliation requirements are met on an ongoing basis.3. Support the Management Committee in the conduct of its duties
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Key Result Areas	Goals	Key Activities
1. Revenue development	<ul style="list-style-type: none">• Sustainable revenue from business activities of \$250,000 p.a. by Jun-06	<ul style="list-style-type: none">• Management of Club facilities to achieve revenue goal without compromising Members' access during nominated times• Creation, promotion and management of a strategic sponsorship program and development of associated partnering activities• Promotion of surf demonstrations to national and international tour operators• Obtaining government and other support grants to fund specific activities



Key Result Areas	Goals	Key Activities
		<ul style="list-style-type: none"> Development and management of other fund raising activities as required
2. Systems Development	<ul style="list-style-type: none"> Integrated suite of Club management and reporting systems that are fully documented 	<ul style="list-style-type: none"> Design and management of an efficiently functioning office Development of best practice IT systems Creation of standard templates Development & implementation of standard operating procedures
3. Office Administration	<ul style="list-style-type: none"> SLSWA Club of the Year 2006 	<ul style="list-style-type: none"> Recommendations to Management on business / process improvements Response to SLSWA on a timely and accurate basis Support of Office Bearers to implement actions and meet internal and external
4. Development of relationships with key internal & external stakeholders	<ul style="list-style-type: none"> Qualitative assessment of CSLSC being well connected within the WA business and government communities 	<ul style="list-style-type: none"> Creation and management of a regular contact plan with agreed stakeholders, facilitating the introduction of relevant Office Bearers as required



Authority Levels

The Executive Officer's authority is delegated by the Management Committee and is restricted as follows.

Purchase Orders	The Executive Officer will have authority to approve purchase orders to a value of \$1,000.00 for expenditure that has been included in the Club's operating budget as approved by the Management Committee.
Expenditure - Operating and Capital.	The Executive Officer will be a signatory on the Club bank accounts. The Executive Officer will be required to prepare and approve invoices for payment in accordance with Club procedures and to arrange for an authorised member of the Management Committee to countersign all cheques.
Petty Cash	The Executive Officer will hold a petty cash float of \$1,000.00. Payments from the float and reimbursements will be in accordance with Club procedures.
Venue Hire	The Executive Officer will be permitted to accept bookings for the Club venues in accordance with a booking policy approved by the Management Committee.
Pricing Policy	The Executive Officer will be required to make recommendations to the Management Committee in relation to prices to be charged for the goods and services supplied by the Club. The Management Committee will set pricing policy.
General	The Executive Officer will have no authority to commit the Club in any other way without the prior approval of the Management Committee.



17 DOGS IN THE CLUB ROOMS

Statement of values

- a The Management Committee of the Club wants to encourage members to value and enjoy their clubrooms as they would their own homes. We believe that members should be given every opportunity to pursue enjoyment of the Club, consistent with the rights of their fellow members. By fostering an attitude of mutual respect and cooperation, our common interest in a safe, pleasant, and well-maintained clubrooms can be achieved.
- b In keeping with this philosophy, and after carefully considering all the interests involved, the Management Committee has decided to adopt a dog policy that will allow members committed to responsible pet ownership to bring their pet to the Club. In reaching this decision, we have taken into account the important contributions that pets can make to the lives of people who value and appreciate animals. We have also considered the fact that there are people who wish to avoid contact with pets and other animals.
- c The dog policy is designed to serve both pet owners and non-pet owners, and to ensure that the animals themselves receive responsible care. The policy applies to all dogs that are brought into the Club and will be strictly enforced.
- d As a By-law of the Club, members are obliged to abide by the policy. Failure to adhere to the policy may result in disciplinary action being taken against the member.

DOG POLICY

- 1. Dogs are to be kept on a leash and under the member's control at all times.
- 2. The dog is not to enter the Clubrooms further than the ramp near the driveway gate, and may be tethered to the rail.
- 3. Dog owners must immediately pick up and dispose of, in a sanitary manner, any dog waste deposited in the Club premises. The refuse bins at the rear of the building should be used for this purpose.
- 4. If tethered on Club premises, the owner must ensure that the dog is not left unattended for a period longer than that which is appropriate in light of the needs of the individual pet. (This period may vary depending on the dog in question and environmental conditions.) When a Club officer has reasonable cause to believe a dog is unattended, and either that dog is creating a disturbance or any other emergency situation appears to exist with respect to that dog, the Club officer make any necessary arrangements for the pet's care, including contacting the Town of Cottesloe Ranger to remove the dog. Any costs incurred will be invoiced to the member.



5. The owner is responsible for ensuring that their dog does not disturb or annoy other members, employees or guests. Members whose dog is determined by a Club officer to be disturbing others must remedy the situation immediately. A member who fails to remedy the situation within a reasonable period will be asked to remove the dog from Club premises.
6. Dog owners are responsible for and must immediately pay for all damages or injuries caused by their dog.



18 PARKING

There is a limited availability of parking in and around the Club, and an increasing number of members looking to use them.

For this reason the following Parking Policy has been implemented:

- Marked bays in the driveway are to be reserved for the President, the Captain and the Secretary and/or Registrar. The Executive Officer is to use the designated bay on weekdays.
- The balance of available bays (on the southern grassed area) are to be available on a first-come basis for office bearers.
- Office bearers are to be given a card showing Authorised Parking to be displayed in their car.
- Breaches: 1st – warning notice on car; 2nd – parking ticket from the Town of Cottesloe.



19 DISBURSEMENT OF PRIZE MONEY

Background

From time to time the Club receives prize money as a result of member participation in Surf Life Saving Association sanctioned events or from events conducted by outside organisations.

Member participation can involve some or all of the following:

- Payment of an entry fee by the Club or by the member;
- Team events or individual;
- Season long points accumulation style or single event;
- Team changes over the course of the competition;
- Intrastate or interstate travel, with associated costs;
- Member uses own equipment or Club equipment.

Policy

It is the Club's policy that prize money shall be distributed as follows:

1. Individuals: 100% of prize money (after taking into account Club costs of specific entry fees and travel costs - not the Competition Levy) be allocated to the individual.
2. Teams and Boat crews: Prize money adds to the Competition budget for the following season, to be used for travel subsidies and equipment for that area.
3. Policy should apply to SLSA sanctioned events where prize money is awarded to the Club.
4. Policy applies equally to Club or private equipment.
5. The policy applies to the 2006-07 and future seasons.