PALM BEACH SURF LIFE SAVING CLUB QLD INC

BY-LAWS

25 May 2025

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In applying the Palm Beach Surf Club By-Laws the Club acknowledges and accepts the following SLSA and/or SLSQ Policies, Rules and Regulations:

- Code of Conduct
- Surf Life Saving Training Manual
- Competition Manual
- Member Protection
- Competitive Rights, Obligations and Qualifications
- Trophies, Prizes and Eligibility
- Team Management
- Membership Categories and Restrictions
- Membership Clearances
- Competitive Rights and Transfers
- Intellectual Property
- Sponsorship
- Visits and Tours
- Insurance and Protections

The day-to-day operations of the Club are documented in processes and procedures and should be read in conjunction with the By-Laws.

SECTION 1
Definitions and Interpretation
BY-LAW 1.1 – DEFINITIONS
Unless it is inconsistent with the subject or the context in which they are used, all words and expressions defined in the Club Constitution shall bear their corresponding meaning in these By-Laws.

BY-LAW 1.2 – INTERPRETATION
These By-Laws are to be interpreted in accordance with, and are subject to, the Constitution of the Club. To the extent of any inconsistencies, the Club Constitution shall prevail.

SECTION 2
The Constituents
BY-LAW 2.1 – DIRECTORS

(a) The following Directors shall be elected at the Annual General Meeting as provided for in the Constitution:

- President; elected in each year of even number for a two-year term
- Director of Finance (Treasurer); elected in each year of odd number for a two-year term
- Director of Administration (Secretary); elected in each year of odd number for a two-year term
- Two other Directors; who must all be Members and who shall be elected at the Annual General Meeting as provided for in the Constitution.

(b) The President and half of Directors shall be elected in each year of even number and the Director of Administration, Director of Finance and the other remaining half of the Directors shall be elected in each year of odd number. Refer to Appendix 1 - Position Statements.

BY-LAW 2.2 – OTHER OFFICERS
In addition to the Directors elected or appointed pursuant to By-Law 2.1 and the Constitution, the following Club officers may also be elected at the Annual General Meeting:

- Club Captain;
- Vice- Club Captain;
- Surf Sports Officer;
- Junior Activities Chairperson;
- Chief Training Officer;
- Youth Development Officer;
- IRB Officer;
- Surf Sports Gear Steward;
- Surf Life Saving Gear Steward;
- First Aid Officer;
- Grievance Officer;
- Complaints Officer

Refer Appendix 1 – Position Statements

In the event that an Officer fails to attend three of their respective committee meetings or resigns from the position they hold, the Board or relevant Committee is allowed to appoint a temporary member to that position.

Assistant Officers so appointed may act as proxies in the absence of the officer for whom they act as assistants.

BY-LAW 2.3 – CLUB ADVISERS
The Club shall appoint (by invitation) at its Annual General Meeting a Club Auditor, Club Solicitor, Patron and such other Technical Advisors and consultants considered necessary by the Club.

The Board of Management may appoint from time to time any specialist officer or advisor for a specific purpose to assist the Club in a particular area.

BY-LAW 2.4 – COUNCILLOR
The Club shall appoint the Club President as Delegate to represent the Club as a member of the Branch Council and an Alternate Delegate shall be appointed from the Directors of the Club to act as proxy should the Delegate not be available.

BY-LAW 2.5 – AUXILIARY ORGANISATIONS
Auxiliary Organisations may be formed as authorised in the Club Constitution provided that the Constitution and activities of such organisations are subject to the approval of the Club and further provided that delegate representation to and from such organisation shall be as determined by the Club from time to time.

SECTION 3
Conditions Pertaining to Officers and Members
BY-LAW 3.1 – DIRECTORS AND OFFICERS

(a) Directors and Officers of the Club shall be elected from the members of the Club.

(b) Chief Training Officer may hold a current SLSQ training qualification.

(c) Only current proficient Surf Bronze Medallion awardees shall be eligible for election to the following positions: Club Captain, Chief Training Officer, Vice-Captain, Surf Sports Officer, IRB Officer and Deputies to these positions.

(g) All Directors and Officers of the Club are required to comply with the requirements of the Constitution, By-Laws, Code of Conduct, Club Policies and, delegations approved from time to time by the Club and/or SLSQ and SLSA.

BY-LAW 3.2 – CATEGORIES, OBLIGATIONS AND PRIVILEGES OF MEMBERSHIP

(a) Membership may be granted to any applicant in any category, subject to the Constitution and By-Laws of the Club after having completed the prescribed membership Form and submitted the required fee.

(b) Membership may be limited by the qualifications for the category of membership in accordance with the Constitution and/or the adequacy of Clubhouse facilities and/or resources to cope with the demand.

(c) As prescribed by SLSQ the four primary Membership categories require the following minimum qualifications:

I. **Junior Member** includes Nippers and Cadets and shall be a minimum age of 5 years up to a maximum age of 15 years as at midnight on the 30 September at the commencement of that season. Hold no voting rights.

II. **Active Members** include: Active, Reserve Active and Award.

a. **Active member** shall be Bronze Medallion holders and shall fulfil the full patrol and Club obligations, as provided by the Club and SLSQ, and shall qualify in an annual skills maintenance test each season, unless the member has obtained a Bronze Medallion in that Season. Hold voting rights.

b. **Reserve Active membership** may be granted by the Club, after consideration of an application by the Board from an Active Member who has satisfactorily completed (from the gaining of the Bronze Medallion) at least eight years of patrol and Club obligations. Members shall perform a minimum of patrols in each club where they hold Reserve Active membership, as required by SLSA, and further patrol duties at the discretion of the Board. Members shall complete the annual skills maintenance test. Hold voting rights.

c. **Award membership** may be granted to a person who is a proficient holder of an SLSA Award of one or more of the following qualifications:
    i. Surf Rescue Certificate (over 15 years of age);
    ii. Radio Award;
    iii. Resuscitation Certificate, Advanced Resuscitation Certificate or First Aid Certificate (or equivalent);
    iv. Members may be called upon to perform patrols and/or other Club obligations commensurate with their qualifications;
    v. Membership does not entitle such member to voting rights unless elected to office or a position which is provided with voting rights by the Club By-Laws.

III. **Associate Members** includes Associate membership, Probationary membership, General membership or Leave/Restricted membership.

a. **Associate Membership** may be granted to persons who may or may not be the holder of an Association award;
    i. Membership does not entitle such member to voting rights unless elected to office or a position which is provided with voting rights by the Club Constitution or By-Laws;

    ii. Members shall have a joining and/or annual membership fee substantially greater than fees for other categories of Club membership.

b. **Probationary Members** shall be the designation of any person for the time period between applying for membership and the gaining of an award and/or the granting of a formal category membership by the Board and until the applicant has gained an appropriate award, or occupies an elected position, they shall have no voting rights

IV. **Honorary and Service Membership** includes Life Membership, Long Service Membership, Honorary membership, Past Active members.

a. **Life Membership** may be granted to members who have rendered 12 year of distinguished or special service to the Palm Beach Life Saving Club Qld within a 16 year period. Prospective nominations shall be considered by the Board and the selected nominees shall be submitted to the Annual General Meeting. A two-thirds (2/3) majority of voting is required to confirm the award. The application process is detailed in the *Club Policy Life Membership Application and Process.* Life Members hold voting rights.

b. **Long Service Membership** may be granted to members who have completed ten (10) years active service or to members who have completed eight (8) years active service plus four (4) years reserve active service.

   i. Long Service Members shall be exempted from all patrol obligations and may be granted other special privileges of membership as provided in the Club Constitution and By-Laws.

   ii. The Board shall determine whether the Long Service of any prospective member wishing to join the Club from another such club affiliated with the Association, shall count as service towards the granting of this category of membership, and shall also determine the voting eligibility of such persons.

c. **Honorary Membership** may be granted to persons who may or may not hold an SLSA award, provided that such membership shall unless otherwise specifically provided for, have no voting rights.

d. **Past Active Membership** may be granted to persons who have held an SLSA Bronze Medallion, and been an Active patrol member for a minimum of 3 years.

   i. The Board shall determine whether the service of any prospective member wishing to join the Club from another club affiliated with the Association, shall count as service towards the granting of this category of membership, and shall also determine the voting eligibility of such persons.

SECTION 4
Meetings
BY-LAW 4.1 – BOARD OF MANAGEMENT MEETINGS
(a) The Board of Management shall comprise those Officers and members as listed in the Constitution.

(b) The Board shall meet as often as deemed necessary but not less than ten times a year and the meeting dates shall be determined by the Board. The Board shall meet with the Supporters Club Committee no less than twice a year.

(c) The order of business for the Board of Management will include but not be limited to:
- Apologies & Conflicts of Interest
- Confirmation of Previous Minutes
- Business arising out of Minutes
- Correspondence
- Presidents Report
- Operations Committee and Administration Reports
- Budget reviews and financial management
- Governance matters
- Asset Management
- General Business

SECTION 5
Staff & Employees
BY-LAW 5.1 – STAFF APPOINTMENTS
The Board of Management may appoint paid employees to meet Club needs from time to time. Staff will be employed by an Employment Contract with the Club via the Board of Management.

SECTION 6
Committees
BY-LAW 6.1 – GENERAL
a. The composition and membership of committees shall be as either prescribed in the respective By-Laws or as determined by the Board of Management;

b. The membership shall be drawn from members of the Club unless otherwise approved by the Board of Management;

c. A member appointed to a Committee shall retain their appointment only whilst they retain membership of the Club;

d. In the event of the absence of the Chairperson from any meeting the meeting shall appoint one of its members to act as Chairperson during such absence unless otherwise prescribed by the By-Laws;

e. In the event of any matter coming within the jurisdiction of two or more Committees, the President may direct such Committees to jointly consider and report and/or recommend to the Board of Management thereon;

f. A quorum for a meeting of a Committee shall be a simple majority of the members thereof;

g. A Committee may, at its discretion, co-opt the services of any member of the Club or other person to assist in its deliberations, but such co-opted member or person shall have no voting rights; and

h. Reports and recommendations of the Committees shall be presented in writing to the Board of Management or Operations Committee as appropriate.

i. The Board of Management may appoint other Committees, Sub-Committees, panels or groups to deal with particular items or projects from time to time.

BY-LAW 6.2 – OPERATIONS COMMITTEE
The Operations Committee shall consist of:

- Club Captain
- Surf Sports Officer
- Junior Activities Officer
- Chief Training Officer
- Youth Development Officer
- President (ex-offico)
- General Manager (non-voting)

The Committee will be responsible for all Club operations and shall meet monthly between August and May.

The Committee will report through the President to the Board of Management with limited decision making authority.

The Operations Committee is responsible for the oversight of all Life Saving Services, including patrols, training, first aid and equipment, oversight of all surf sports coaching, development, other activities and competitions, oversight of Junior Activities training and development, oversight of youth development.

It will also be responsible for the oversight of all awards training, skills development and education of all categories of membership.

The order of business of the Operations Committee will include but not be limited to:

- Apologies & Conflicts of Interest
- Confirmation of Previous Minutes
- Business arising out of Minutes
- Annual/Monthly planning and coordination of activities and equipment
- Reports: Life Saving, JAC, Chief Training Officer, Surf Sports, Youth Development
- General Business

BY-LAW 6.3 – FINANCE & PROPERTY COMMITTEE

The Finance & Property Committee shall comprise:

- Surf Club Director of Finance
- Surf Club General Manager
- Supporters Club Treasurer
- Supporters Club Executive Manager
- Other invited members as required

This Committee shall oversee the financial wellbeing of the Club, its assets and property including the implementation of the Licence Agreement and capital expenditure plans. Four meetings will be held throughout the year.

BY-LAW 6.4 – SELECTION COMMITTEES

a. The Surf Sports Selection Committee shall comprise the Surf Sports Officer, Coaches, Team/Age Managers.
b. The Committee shall be responsible for selecting individuals and/or teams for surf sports competitions.

BY-LAW 6.5 – JUDICIARY COMMITTEE

a. The Judiciary Committee has power to hear and determine any complaint or reference referred to it by the Board of Management.
b. The Judiciary Committee shall be appointed by the Board of Management following the Annual General Meeting and shall comprise a Chairperson, a Secretary (who shall keep records of findings and decisions) and two Club members.
c. The Committee shall function in accordance with the Rules of Procedure set out by SLSQ.

BY-LAW 6.6 – JUNIOR ACTIVITIES COMMITTEE

a. The Junior Activities Committee shall be responsible for the conduct and co-ordination of all matters relating to Junior Activities and exists to provide for junior members an educational experience in a wide range of subjects and skills within the aquatic/marine environment.

b. The Junior Activities Committee shall comprise current financial members who have applied for and been endorsed to the Junior Activities Committee at the Annual Meeting of the JAC and been endorsed at the AGM of the Club.

c. The Junior Activities Committee shall appoint all or any of the following officers to conduct the activities of the JAC:
   - Junior Activities Chairperson (Chairperson)
   - Deputy Junior Activities Chairperson
   - Junior Secretary
   - Water Safety Co-ordinator
   - Team Managers –U8-U10 and U11-U14
   - Beach Set Up and BBQ Coordinator
   - Carnival Coordinator

Refer to Appendix 1 – Position Statements

d. An Executive shall be responsible for JAC decisions between JAC meetings, and shall be comprised of the Junior Activities Chairperson, the Deputy Junior Activities Chairperson, the Junior Secretary and the Team Manager/s.

e. The Annual Meeting of the JAC shall be held prior to the Club Annual General Meeting with the following agenda:
   - Attendances
   - Apologies & Conflicts of Interest
   - Annual Report of Activities
   - Endorsement of Junior Activities Officer Nomination(s)
   - Election of Officers
   - Meeting dates

f. JAC meetings which shall be held monthly during the active season with the following agenda:
   - Attendances
   - Apologies & Conflicts of Interest
   - Confirmation of Minutes of previous Meeting
   - Business Arising
   - Reports
   - General Business including upcoming activities

g. Executive Meetings may be held as required to deal with urgent matters providing decisions are subject to ratification by a JAC meeting, and if necessary, the Club Board of Management.

   - Special Meetings with a specific agenda may be held at the discretion of the Chairperson or the JAC.
   - A quorum shall be a majority of the Committee
   - Voting at meetings of the JAC shall be limited to currently endorsed members of the JAC.

h. JAC operations are detailed in the SLSQ JAC Operations Manual.

BY LAW 6.6.1 JUNIOR ACTIVITY COMMITTEE ELECTIONS

a. Nominations for the Election of Officers shall be in writing on the Club Policy Nomination Form and signed by the nominee signifying their willingness to stand for election, and lodged with the Junior Secretary at least 21 days (excluding sending and receiving dates) prior to the Annual Meeting of the JAC. Nominations can be taken from the meeting floor of the Annual Meeting with a seconder to the nomination, should there be no written nomination received prior to the Annual Meeting. If the nominee is not present the nomination cannot be accepted.

b. If the number of candidates for any one office exceeds one, a decision shall be determined by secret ballot of the members present, and voting at the meeting.

SECTION 7
Procedures and Rules
Without limiting the current and future scope of SLSA and SLSQ Policies, Rules and Regulations, the Club acknowledges and accepts the following SLSA and/or SLSQ Policies, Rules and Regulations:

- Code of Conduct
- Surf Life Saving Training Operations Manual
- Surf Sports Manual
- Member Protection
- Competitive Rights, Obligations and Qualifications
- Trophies, Prizes and Eligibility
- Team Management
- Membership Categories and Restrictions
- Membership Clearances
- Competitive Rights and Transfers
- Intellectual Property
- Sponsorship
- Visits and Tours
- Training Operations Manuals
- Patrol Operations Manuals

The day-to-day policies of the Club are overseen by the General Manager and should be read in conjunction with the By-Laws.

BY-LAW 7.1 – FUNDRAISING
Fundraising authority is vested in the Board of Management. Monies and donations raised from fundraising and sponsorship are centrally pooled and offset the costs of operating the club including:

- Day to day operations
- Repairs and maintenance of the building, equipment and facilities
- Purchase of equipment including boats, vehicles and surf craft
- Carnival entry fees

BY-LAW 7.2 – INSURANCE
General
It is mandatory that the Club and auxiliary organisations hold insurances approved by SLSQ. In cases where SLSQ has appointed one or more Insurance Brokers and the Club does not insure through such Brokers, the Club shall submit such policies to SLSQ for approval.

SECTION 8
Club Colour /Badges, Competition Conditions
BY-LAW 8.1 – COLOURS, CAP AND LOGO
The Club Colours, Cap and logo (see Appendix 2) and any other intellectual property of the Club may only be used or reproduced with approval of the Board of Management. The existing Club's colours, badges and competition cap design shall not be altered without approval of the Board of Management, SLSQ and the Association.

BY-LAW 8.2 – CLUB CHAMPIONSHIPS
The Club Championships will be conducted at least annually on a date determined by the JAC, Surf Sports Officer and/or Board of Management.

SECTION 9
Rules of Debate
BY-LAW 9.1 – GENERAL
(a) The undermentioned Rules shall apply to the conduct of all meetings of the Club, and Committees.
(b) For the purpose of these Rules, the word "member" shall refer to members of the Club.

BY-LAW 9.2 – CHAIRPERSON'S AUTHORITY
(a) Whenever the Chairperson rises during debate, the member then speaking shall be silent and resume their seat.

(b) In the case of any remark considered by the Chairperson to be offensive or imputing improper motives, the Chairperson may call upon a speaker to withdraw and apologise.

(c) The Chairperson may call a member to order. If such member persists in being disorderly, they may call upon such member to withdraw from the meeting.

(d) It shall not be permissible to dispute the Chairperson's rulings, or move a motion of dissent from their ruling, on matters of procedure and points of order.

BY-LAW 9.3 – DEBATE

a. Any member desiring to speak shall address the Chairperson.

b. If two or more members speak at the one time, the Chairperson shall decide who is entitled to priority.

c. The meeting may decide that a particular person shall or shall not be heard, provided that a motion of this nature shall not be debated.

d. No member shall interrupt another while speaking except to raise to a point of order.

e. No speaker shall digress from the subject under discussion.

f. No member shall use offensive or unbecoming words.

g. During the debate, a member may raise a point of order whereupon the member then speaking shall resume their seat until the point of order has been decided.

h. It shall be competent for any member to move a motion of dissent from the Chairperson's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state their point. The seconder and Chairperson only may than speak to the motion;

    i At any time during the debate, a member may move "that the question be now put" provided the Chairperson is satisfied that reasonable time for debate of the original motion has been allowed. The motion shall be put without debate - it need not be seconded. This motion may be applied to an amendment, in which case it is the amendment which is immediately put to the vote. It shall not be competent for the mover, seconder or any person who has spoken to the original motion or amendment to move "that the question be now put".

    ii If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply; if lost, the debate may proceed.

    iii A member may move the adjournment of the debate to a subsequent meeting. If the motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate. If carried, the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right of reply.

BY-LAW 9.4 – MOTIONS AND AMENDMENTS

a. Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon.

b. The mover of a motion shall not occupy more than ten minutes or any other speaker more than five minutes; provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.

c. No member may speak more than once to a motion except with the Chairpersons permission, in explanation or reply, or to ask a question provided that he may speak again on any amendment to the motion.

d. The mover of a motion's right of reply shall be exercisable at the end of the debate.

e. The mover of an original motion must get the consent of his seconder, and the approval of the meeting, before making any alteration to the wording of his motion.

f. Any member may move an amendment to a motion, provided it is not a direct negative of the motion proposed.

g. The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment and vote in favour of it.
h. A particular member may move or second one amendment only to each motion, but may speak on amendments moved by others.
i. An amendment having been moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at the one time.
j. If there is an indication of more than one amendment to be brought forward, the mover of the original motion may elect to reply at the end of the debate on the first amendment.
k. The mover of an amendment has no right of reply.
l. A member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.
m. Amendments shall be put to the meeting before the motion is put, and shall be committed to the meeting in the order in which they are received.
n. When an amendment is carried the motion as amended becomes the motion before the meeting.
o. Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which however must be confined to the matter of withdrawal.
p. If, after a motion has been determined, it is considered in the general interest that the matter should be re-opened for discussion before the termination of the same meeting, the meeting may, by unanimous vote, order its recommittal.

BY-LAW 9.5 – VOTING

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

APPENDIX 1 – PALM BEACH SURF LIFESAVING CLUB QLD POSITION STATEMENTS DIRECTORS AND OFFICERS

Note: Responsibilities may change slightly depending on the season

PRESIDENT

Position Statement: President		
Title:	**President**	**Purpose of the Role:** The Club President is the principal leader of the club and has overall responsibility for its administration
Working Group Membership:	Ex-Officio of all committees	
Financial Delegation	Delegation to spend up to $5000 of preapproved budget items	
Reference Documents	By-Laws Constitution	

Responsibilities	
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct
	The President is the nominal head of the Club and Board
	Have a good working knowledge of the club's constitution, rules and the duties of all office bearers
	Be well informed on club activities
	Be aware of the future directions and plans of the club
	Manage committee and/or executive meetings, including the Annual General Meeting
	Act as the signatory to the club's bank accounts, investments and loan facilities (with at least one other management committee member)
	Represent the club at branch, state and national levels

DIRECTOR OF ADMINSTRATION

Position Statement: Director of Administration		
Title:	**Director of Administration**	**Purpose of the Role:** To coordinate the link between members, the committee, and external agencies, and contribute to the day-to-day administrative activities of the club
Working Group Membership:	Board of Management	
Financial Delegation	Delegation to spend up to $100 of preapproved budget items	
Reference Documents	By-Laws Constitution	

Responsibilities	
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct
	Prepare the agenda for club meetings in consultation with the President and Administrator
	Work with the Administrator to collect and collate reports from office bearers.
	In conjunction with the administrator send adequate notice of the meetings to members
	Call for and receive nominations for committees and other positions for the club AGM

	Take the minutes of meetings and distribute as soon as possible after meetings
	Oversee incoming and outgoing correspondence of significance including complaints and grievances
	Oversee the collation and arrangement for the production of the annual report with the President and Operations Manager
	Oversee the maintenance of files of legal documents such as constitutions, leases and titles
	Act as the signatory to the club's bank accounts, investments and loan facilities (with at least one other management committee member)

DIRECTOR OF FINANCE

Position Statement: Director of Finance		
Title:	**Director of Finance**	**Purpose of the Role:** To oversee the financial affairs of the Club
Working Group Membership:	Board of Management Finance and Property Committee	
Financial Delegation	Delegation to spend up to $500 within approved budget	
Reference Documents	By-Laws Constitution	
Responsibilities		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Ensure that adequate financial accounts and records exist regarding the club's financial transactions, including accurate and up-to-date records of all income and expenditure	
	Coordinate the preparation of an annual budget and monitor it carefully with the Board of Management, Operations Committee and Operations Manager	
	Ensure receipts are issued and monies promptly deposited in the club's bank account.	
	Make all approved payments and oversee prompt invoicing	
	Act as the signatory to the club's bank accounts, investments and loan facilities (with at least one other management committee member)	
	Oversee the club's cash flow and petty cash	
	Receive and present regular financial statements to the committee at meetings	
	Negotiate with banks for overdraft facilities, mortgages and other loan facilities where requested by the committee	
	Ensure business activity statements (including GST) with the relevant authorities, where applicable, are filed in a timely manner	
	Oversee preparation of financial accounts for an annual audit, and provide the auditor with information as required	
	Oversee preparation of an annual financial report	

DIRECTOR

Position Statement: Director		
Title:	**Director**	**Purpose of the Role:** to assist the Board of Management in the governance of the club
Working Group Membership:	Board of Management	
Financial Delegation	Nil	
Reference Documents	By-Laws Constitution	
Responsibilities		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Provide strategic direction and financial management of the club	
	Maintain a good understanding of club culture and operations	

CLUB CAPTAIN

Position Statement: Club Captain		
Title:	**Club Captain**	**Purpose of the Role:** The Club Captain leads the lifesaving activities within the club
Working Group Membership:	Operations Committee	
Financial Delegation	Approval to spend up to $1,000 of preapproved budget items	
Reference Documents	By-Laws Constitution	
Responsibilities		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Responsible for encouraging the active patrolling members to uphold the lifesaving activities of the club.	
	Oversee and encourage the Patrol Captains to maintain their expertise, and impart the same, on other patrolling members, and to further encourage them to identify specific members, to attain qualifications to allow them to substitute where needed, and succeed when timing warrants it.	
	Schedule patrols and roster patrol duties prior to the commencement of each season	
	Assist JAC with safe running of junior activities and assist in identifying active members, for water safety and Water Safety Co-ordination.	
	Work with Patrol Captains to ensure sufficient numbers are on patrol	
	Oversee the Surf Life Saving Gear Steward and provide direction where required	
	Communicate with patrol defaulters to maintain efficiency of patrols	
	Keep a record of member re-qualifications each season	
	Keep a record of members' performances at patrol duties	

	Maintain a good understanding of club culture and operations
	Submit a monthly report to the Operations Committee

VICE CLUB CAPTAIN

Position Statement: Vice Club Captain		
Title:	**Vice Club Captain**	**Purpose of the Role:** Support the Club Captain in the operations of the Club
Working Group Membership:	Nil	
Financial Delegation	Nil	
Reference Documents	By- Laws Constitution	
Responsibilities		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Assist the Club Captain in the overall operations of the Club	
	Refer to Club Captain Position Statement	

SURF SPORTS OFFICER

Position Statement: Surf Sports Officer		
Title:	**Surf Sports Officer**	**Purpose of the Role:** Oversee the delivery of surf sport coaching and competitions
Working Group Membership:	Operations Committee Selection Committee	
Financial Delegation	Approval to spend up to $200 of preapproved budget items	
Reference Documents	By-Laws Constitution	
Responsibilities		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Responsible for the engagement of coaches and approving training programs	
	Coordinate communication of the weekly training plan, alongside coaches for nippers, seniors and masters.	
	Coordinate (and at times, negotiate) training venues and logistics to undertake club training.	
	Oversee the conduct of coaches ensuring they uphold the values of the Palm Beach Surf Club	
	Oversee, with the coaches, age managers and team managers, the conduct of competitors representing the Club at training and when competing	
	Liaise with team managers to ensure timely entries of competitors to carnivals and competitions	
	Coordinate the selection of competitors and teams, with coaches and age managers, for carnivals and competitions	

	Ensure that all members nominated for competition have performed the minimum patrol and fundraising qualification requirements for their competition, in conjunction with the Administrator
	Submit a monthly report to the Operations Committee

YOUTH DEVELOPMENT OFFICER

Position Statement: Youth Development Officer		
Title:	**Youth Development Officer**	**Purpose of the Role:** Coordinate a program of social activity and development for U15 - U19 members
Working Group Membership:	Nil	
Financial Delegation	Delegation to spend up to $500 of preapproved budget items	
Reference Documents	By-Laws Constitution	
	Responsibilities	
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Coordinate and supervise social activities and other worthwhile experiences for members U15 - U19	
	Develop a program of activities with Cadet Officer	
	Submit a monthly report to the Operations Committee	

CHIEF TRAINING OFFICER

Position Statement: Chief Training Officer		
Title:	**Chief Training Officer**	**Purpose of the Role:** Oversee the training and development of members in the SLSQ and SLSA awards and certificates
Working Group Membership:	Operations Committee	
Financial Delegation	Delegation to spend up to $100 of preapproved budget items	
Reference Documents	By-Laws Constitution	
	Responsibilities	
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Hold a current training qualification	
	Maintain an up to date knowledge of the SLSQ manuals and best practice	
	Coordinate with Club Captain and JAC to provide training and instruction for members in the SLSQ and SLSA awards and certificates	
	Recruit course participants with the assistance of the Administrator	
	Assist trainers and assessors with running courses	
	Oversee the use and storage of training resources and presentation of the training room	

	Complete and submit relevant paperwork and records of training, with the assistance of the Administrator
	Submit a monthly report to the Operations Committee

THE IRB OFFICER

Position Statement: IRB Officer		
Title:	**IRB Officer**	**Purpose of the Role:** Inflatable Rescue Boat (IRB) Officer co-ordinates the IRB activities of the club
Working Group Membership:	Nil	
Financial Delegation	Up to $1,000 dollars within approved budget	
Reference Documents	By- Laws Constitution	
Responsibilities		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Be a qualitied IRB driver	
	Responsible for the care, repair and maintenance and housing of IRB, gear and trailers	
	Report any damage or loss of gear to the Club Captain and agree on repairs or replacement	
	Seek quotes and oversee repairs and maintenance	
	Submit quotes/expenses in excess of $200 to the Board of Management, via the Administrator, for approval	
	Responsible for the training, rostering and supervision of all IRB Drivers and Crew in consultation with the Club Captain	
	Supervising and organising the training and education of members in IRB practices	
	Ensuring the appropriate log books are available and correctly completed as per SLSA requirements	
	Actively encouraging participation in IRB competition by Club Members	

SURF LIFE SAVING GEAR STEWARD

Position Statement: Surf Life Saving Gear Steward		
Title:	**Surf Life Saving Gear Steward**	**Purpose of the Role:** Oversees the condition and storage of surf life saving gear (eg: patrol arena; SSV; flags; radios) and ensure its condition and access for patrolling members
Working Group Membership:	Nil	
Financial Delegation	Up to $200 dollars within approved budget	
Reference Documents	By-Laws Constitution	
	Responsibilities	
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	

	Responsible for the storage, repair and maintenance of tractor, SSV, patrol arena and rescue boards
	Regularly inspect the equipment and gear to ensure it is kept in working order
	Undertake an annual audit of the gear and equipment and update the Club's asset register
	Report any damage or loss of gear to the Club Captain and agree on repairs or replacement and engage external repairers where necessary to maintain lifesaving equipment
	Seek quotes and oversee repairs and maintenance and advise the Club Captain of the need for replacement where necessary and engage external repairers where necessary to maintain lifesaving equipment
	Submit quotes/expenses in excess of $200 to the Board, via the Administrator, for approval

THE SURF SPORT GEAR STEWARD

Position Statement: Surf Sport Gear Steward		
Title:	**Surf Sport Gear Steward**	**Purpose of the Role:** Oversee the condition and storage of club and member surf craft equipment and gear including marquees; tent pegs; nipper boards; boogie boards; paddle boards and skis.
Working Group Membership:	Nil	
Financial Delegation	Up to $200 dollars within approved budget	
Reference Documents	By-Laws Constitution	
	Responsibilities	
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Responsible for all the Club's boards & skis and their orderly housing and coordinating orderly housing of members boards and skis	
	In consultation with the Surf Sports Officer Coaches and JAC permit or prohibit the use of any Club craft or gear	
	Regularly inspect the equipment and gear (including tents, poles and other competition gear) to ensure it is in working order	
	Maintain Club boards & skis in a serviceable condition	
	Report any damage or loss of gear to the Surf Sports Officer and/or JAC and agree on repairs or replacement	
	Seek quotes and oversee repairs and maintenance	
	Submit quotes/expenses in excess of $200 to the Board of Management, via the Administrator, for approval	
	Undertake an annual audit of the gear and equipment and update Club assets register	
	At the request of the Surf Sport Officer, and/of JAC prepare gear required for carnivals and competitions; tents, flags, boards, skis	
	Liaise with the Transport Officer for transportation of gear to and from carnivals and competitions	

THE FIRST AID OFFICER

Position Statement: First Aid Officer		
Title:	**First Aid Officer**	**Purpose of the Role:** Oversee the First Aid service and supplies and promote First Aid education and training
Working Group Membership:	Nil	
Financial Delegation	Delegation to spend up to $100 of preapproved budget items	
Reference Documents	By- Laws Constitution	
Responsibilities		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Possess a current SLSA First Aid Award and be responsible for fostering high standards for first aid treatment and liaise with other accredited First Aid organisations e.g., St. John and Red Cross	
	Maintain the first aid inventory, with regular stocktaking to identify the replacement, replenishment, and the expiry of first aid stock and co-ordinate with Admin for the replenishment and replacement where necessary.	
	Maintain the first aid room in a clean and orderly condition and for the purpose, may, with the approval of the Captain, call on the services of any member	
	Organise and arrange instruction for First Aid Awards in conjunction with the Association	
	Through consultation with Club Captain, Patrol Captains and Admin maintain records of names and addresses of patients, treated for major first aid, and records of the number of patients treated for minor first aid.	

THE TEAM MANAGER

Position Statement: Team Managers		
Title:	**Team Managers**	**Purpose of the Role:** Be responsible for the attendance, logistics and general behaviour of individual competitors and teams at carnivals, Branch, State and Australian titles
Working Group Membership:	Nil	
Financial Delegation	No financial delegation	
Reference Documents	By-Laws	
	Responsibilities	
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Be responsible for coordinating the assembly, transport, accommodation and general behaviour of the club's competitors and teams at carnivals and competitions	
	Remain in attendance with the Club's competitors during competitions and carnivals and ensure that competitors report to the Check Marshal immediately they are called upon to do so	

	Be responsible for the proper conduct of them self and of the members under their control and attend all briefings.

COMPLAINTS OFFICER

Position Statement: Complaints Officer		
Title:	**Complaints Officer**	**Purpose of the Role:** The Complaints Officer will be appointed by the Board at the first meeting following the AGM The Complaints Officer is responsible for managing and resolving internal and external grievances in a fair, confidential, and timely manner. The role ensures that individuals feel heard and supported while promoting a respectful, safe, and compliant workplace or organisational environment. The complaints Officer provides impartial oversight of grievance processes, ensures adherence to relevant policies and legislation, and contributes to organisational improvement by identifying trends and recommending preventative strategies.
Working Group Membership:	Reports to the Board	
Financial Delegation	Nil	
Reference Documents	By-Laws Constitution SLSQ Complaints Policy and Procedures	
Responsibilities		
Responsibilities	**Uphold the values** of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Receive, assess, and log complaints in accordance with organisational policies and procedures	
	Arrange for the Investigation of complaints thoroughly and impartially, gathering relevant information and documentation. This may include referral to another investigator	
	Liaise with internal teams and external parties to obtain information and facilitate resolution.	
	Communicate clearly and professionally with parties to the complaint (complainants and respondents), ensuring they are informed of progress and outcomes.	
	Ensure compliance with legal, regulatory, and policy requirements related to complaint handling.	
	Maintain accurate and confidential records in the complaints management system or database.	
	Prepare reports and analysis on complaint volumes, outcomes, and opportunities for service or process improvements.	

GRIEVANCE OFFICER

Position Statement: Grievance Officer		
Title:	**Grievance Officer**	**Purpose of the Role:**

Working Group Membership:	Nil	The Grievance Officer will be appointed by the Complaints Officer in conjunction with the Board at the first meeting following the AGM
Financial Delegation	Nil	
Reference Documents	By-Laws Constitution	
	Responsibilities	
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Determine (in consultation with State Centre CEO or Appointee) matters relating to grievances, harassment, equity and the like	
	As soon as practicable after receiving a reference, meet with, or discuss the issue with the aggrieved party/parties, and take whatever steps and conduct whatever investigations are necessary to determine if the grievance is legitimate, including a requirement of members to provide a statement or report	
	If the grievance is determined to be not legitimate, advise the aggrieved party/parties accordingly or if unable to resolve a grievance or the grievance is considered to be of a very serious nature, he/she shall report the grievance to the Club President/ Complaints officer/Judiciary for action;	

Junior Activities Committee

Position Statement: Junior Activities Chairperson		
Title:	**Junior Activities Chairperson**	**Purpose of the Role:** To be responsible for the conduct and co-ordination of all matters relating to junior activities U6 - U14; including the Junior Activities Committee
Working Group Membership:	Operations Committee	
Financial Delegation	Approval to spend up to $300 of preapproved budget items	
Reference Documents	By-Laws Constitution	
Responsibilities may include		
Responsibilities	The Chair of the JAC shall be an Executive Officer of the Club and shall be elected at the AGM of the Club, following an endorsed nomination from the Annual Meeting of the JAC.	
	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	The responsibility for the conduct and co-ordination of all matters relating to Junior Activities members who have attained the age of seven (7) but who have not attained the age of fourteen (14) years.	
	Coordinates and oversees an educational program in a wide range of subjects and skills within the aquatic/marine environment	
	Prepare junior members for their eventual transition to the marine and patrol environment of the Club	
	Organise, in conjunction with the Chief Training Officer, the instruction and/or examination of junior members willing to gain the Resuscitation Certificate, and/or the Surf Life Saving Certificate of the SLSQ/ SLSA	

	Submit monthly report to the club Management Committee and attend monthly meetings
	Submit monthly report to the Board of Junior Activities (BOJA) and attend monthly meetings
	Act as the signatory to the club's bank accounts, investments and loan facilities (with at least one other management committee member)
	Must hold JAAO award
Key relationships	**Club President -** for any unresolved Junior Activities issues
	Sports Performance Coordinator- for matters related to coaching, training and competition
	Senior Administrator - For junior activities administration support
	CTO - for SRC requirements and training
Reference documents	http://lifesavingpathways.com.au/role/junioractivitieschairperson/

Position Statement: Deputy JAC		
Title:	**Deputy JAC**	**Purpose of the Role:** To be responsible for supporting the JAC in the conduct and co-ordination of all matters relating to junior activities U6 - U14; including the Junior Activities Committee
Working Group Membership:	Junior Activities Committee Judiciary	
Financial Delegation	No financial delegation	
Reference Documents	By-Laws	
Responsibilities may include		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Assist in the operation of weekly junior sessions. Run sessions in the JACs absence.	
	Support and ensure all Water Safety requirements are being met at weekly sessions and other related events.	
	Assist Age Managers with any junior program issues	
	Chair the Junior Activities meeting in the JACs absence	
	Attend the monthly BOJA in the JACs absence	
	Sits on the Judiciary Committee when convened	
	Must hold JAAO award	
	Coordinates and runs the Club Championships rounds and compiles the results for each round and submits to JAC	
Key relationships	**JAC -** for any unresolved Junior Activities issues	
	Age Managers - for program issues and Club Championship rounds	
	Water Safety Coordinator- Ensuring all requirements are being met	
Reference documents	http://lifesavingpathways.com.au/role/junioractivitieschairperson/	

Position Statement: Water Safety Coordinator		
Title:	**Water Safety Coordinator**	**Purpose of the Role:** To manage and implement adequate water safety for all water based activities during junior sessions.
Working Group Membership:	Junior Activities Committee	
Financial Delegation	No financial delegation	
Reference Documents	By-Laws	
Responsibilities may include		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Oversee the weekly team of water safety volunteers and ensure they record water safety hours completed.	
	Complete a weekly risk assessment in conjunction with the Patrol Captain and complete the Aquatic Risk Check and Management Form located in the junior equipment office	
	Ensure minimum safety ratios of 1:5 are maintained for all junior water based activities.	
	Provide support for Carnival Coordinator requirements for water safety ratios at carnivals and other events	
Key relationships	**JAC -** for any unresolved water safety issues	
	IRB Officer - for matters relating to IRB and crew water safety	
	Patrol Captain - for weekly junior sessions coordination within and around the patrol area	

Position Statement: Junior Secretary		
Title:	**Junior Secretary**	**Purpose of the Role:** To provide administrative support to the Junior Activities Committee and junior memberships.
Working Group Membership:	Junior Activities Committee	
Financial Delegation	No financial delegation	
Reference Documents	By-Laws	
Responsibilities may include		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Prepare committee meeting agendas in consultation with JAC	
	Take minutes of committee meetings and distribute to members as soon as	

	possible.
	Submit minutes to Surf Club Director of Administration for inclusion to JAC monthly reporting
	Assist Junior Registrar with membership requirements and proficiencies.
	Schedule with Branch (or self-deliver) a Family Participation Program presentation at season commencement
	Read, reply and file any relevant correspondence
Key relationships	**JAC** - for all matters related to Junior Committee
	Senior Administrator - Junior Committee administrative requirements

Position Statement: Age Manager (U6 to U15)		
Title:	**Age Manager**	**Purpose of the Role:** To work with juniors between the ages of 6 and 13 to develop their surf lifesaving and sport skills by providing fun, safe on organised junior activities.
Working Group Membership:	Junior Activities Committee	
Financial Delegation	No financial delegation	
Reference Documents	By-Laws	
Responsibilities may include		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	To complete all requirements of the role prior to dates determined by Branch: – be a financial member – hold current Working with children Blue Card – be at least 16 years (18 years old for U6s and U7s) – proficient Observer, SRC or Bronze holder – completed Age Managers Online Theory course – completed Third Party form	
	For the care, safety, wellbeing and development of the Junior Activities members	
	For facilitating the development of surf lifesaving skills (movement skills, surf awareness, etc.) and	
	Delivering a learning program that encourages and develops young surf lifesavers	
	Attend club sanctioned carnivals and other events in support of the relevant age group participating	
	Carnival and event team selection in collaboration with Coaches and Carnival Coordinators	
	Ensure juniors are in required club cap and high-vis rashie when participating in junior sessions, events and	

Key relationships	**JAC -** for all matters relating to the junior activities program
	Club coaches - for carnival team selection at designated selection meetings
	Carnival Coordinator - for junior carnival entries
	Water Safety Coordinator - to ensure all age groups activities are coordinated and run safely
Reference documents	The Junior Development Resource Kit can be found on the SLSA Members Portal (https://portal.sls.com.au) in the Library > Membership and Club Development > juniors > QLD

Position Statement: Team Manager (U8-U10)

Title:	**Team Manager (U8-10)**	**Purpose of the Role:** Team managers are responsible for effectively managing the administration and operational needs of a surf team in the lead up to and during a carnival or other surf event.
Working Group Membership:	Junior Activities Committee	
Financial Delegation	No financial delegation	
Reference Documents	By-Laws	

Responsibilities may include	
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct
	To efficiently and effectively manage the team in the lead up to and during a particular event or carnival. This includes, but is not limited to: - Logistics - equipment, and - transport.
	Be familiar and up to date with the relevant competition manual and updates
	Prepare all the relevant equipment and requirements for the age managers such as: - Folders - team and individual competitor lists - pens, textas etc - spare caps, rashies and handlers vests - laminated programs for tents
	Attend all required Club sanctioned carnivals and Team Manager briefings before, during and post events.
	Act as the liaison at an event between the team and the relevant event officials.
Key relationships	**JAC -** for any unresolved event or carnival issues
	Age Manager - for any disputes or other matters that require representation with relevant event officials
	Transport Officer - for transport requirements
	Surf Sports Gear Steward - for carnival equipment such as boards and tents etc.
	Carnival coordinator - for junior carnival entries

Reference documents	http://lifesavingpathways.com.au/role/teammanager/
	https://sls.com.au/role/team-manager/
	SLSA Team Managers Guides are available online

Position Statement: Team Manager (U11-U14)		
Title:	**Team Manager (U11-14)**	**Purpose of the Role:** Team managers are responsible for effectively managing the administration and operational needs of a surf team in the lead up to and during a carnival or other surf event.
Working Group Membership:	Junior Activities Committee	
Financial Delegation	No financial delegation	
Reference Documents	By- Laws	
Responsibilities may include		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	To efficiently and effectively manage the team in the lead up to and during a particular event or carnival. This includes, but is not limited to: - Logistics - Accommodation - Catering - equipment, and - transport.	
	Be familiar and up to date with the relevant competition manual & updates	
	Prepare all the relevant equipment and requirements for the age managers such as: - Folders - team and individual competitor lists - pens, textas etc - spare caps, rashies and handlers vests - laminated programs for tents	
	Attend all required Team Manager briefings before, during and post events.	
	Act as the liaison at an event between the team and the relevant team officials.	
Key relationships	**JAC -** for any unresolved event or carnival issues	
	Age Manager - for any disputes or other matters that require representation with relevant event officials	
	Transport Officer - for transport requirements	

	Surf Sports Gear Steward for carnival equipment e.g boards & tents etc.
	Carnival Coordinator - for junior carnival entries
Reference documents	http://lifesavingpathways.com.au/role/teammanager/
	https://sls.com.au/role/team-manager/
	SLSA Team Managers Guides are available online

Position Statement: Junior Carnival Coordinator		
Title:	**Junior Carnival Coordinator**	**Purpose of the Role:** To provide the administrative support allowing the Club and individuals to enter and participate Club sanctioned carnivals throughout the season
Working Group Membership:	Junior Activities Committee	
Financial Delegation	No financial delegation	
Reference Documents	By-Laws	
Responsibilities may include		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Commence the season with an understanding of which carnivals the Club will be participating in and when they are happening.	
	Have good knowledge of the Club, Branch, State and National event calendars and what the key dates are regarding carnival entries	
	Coordinate the process for Club Carnival entries (e-forms) right through to entering in Carnival Manager.	
	Ensure the Water Safety (including IRB driver and crew) and Officials ratios are confirmed for each carnival or event.	
	Attend team selection meeting with Coaches and Age Managers so the necessary entries and adjustments can be made in Carnival Manager	
	Attend the annual Branch State Selection meeting.	
Key relationships	**JAC** - for all unresolved matters relating to junior club carnival entries	
	Club Administrator - for any administrative support around carnival entries	
	Junior Awards Officer - to ensure competitor evaluations and competencies have been met	
	IRB Officer and Water Safety Coordinator - for carnival and event water safety requirements	

Position Statement: Beach set-up and BBQ coordinator		
Title:	**Beach Set-up and BBQ Coordinator**	**Purpose of the Role:** To ensure that Saturday juniors sessions are supported with a beach set-up, pack-down and BBQ
Working Group Membership:	Junior Activities Committee	
Financial Delegation	No financial delegation	
Reference Documents	By-Laws	
Responsibilities may include		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Develop a process and diagram of the correct beach set up for display in the junior equipment area.	
	Establish a weekly roster for beach set-up/pack-down by age group - to be communicated to members	
	Develop a process for BBQ set-up, operating and pack-down for display in the junior equipment area.	
	Establish a weekly roster for BBQ by age group to be communicated to members	
	Note dates in the Club Calendar which may affect age group availability e.g. carnivals	
Key relationships	**JAC -** for any updates or issues with beach set-up or BBQ including equipment requirements	
	Supporters Duty Manager - for any issues around BBQ float & reconciliation	
	Club Administrator - for communication to members around roster	

APPENDIX 2 CLUB COLOURS, LOGO AND COMMON SEAL

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