

**SURF LIFE SAVING WESTERN AUSTRALIA INC.**

# **Regulations**

Amended as of 22 August 2023



## INTRODUCTION

These SLSWA Regulations are made under the authority of The Constitution of Surf Life Saving Western Australia Inc. (SLSWA).

The Regulations contain various directions and requirements of SLSWA and are binding on SLSWA and Members of SLSWA. They are to be interpreted in accordance with, and are subject to, The Constitution of SLSWA.

Regulations are made for the dominant purpose of ensuring a safe and fair system or framework within which surf lifesaving may be regulated and conducted.

Nothing in the SLSWA Regulations shall conflict with the Constitution of Surf Life Saving Australia Ltd (SLSA) or the law. Where conflict may arise, the SLSA Constitution and the law takes precedence.

Where conflict arises between the SLSWA and SLSA Regulations, the SLSWA Regulations will take precedence.

The constitutional documents of affiliated clubs cannot conflict with SLSWA's or SLSA's Constitution, Regulations, Bulletins or policies. Where conflict arises, the SLSA and SLSWA Constitutions take precedence.

The **SLSWA Constitution** is the authority under and through which we govern and manage the business of SLSWA.

The **SLSWA Regulations** (or sometime referred to as by-laws) are the framework within which surf lifesaving is regulated and conducted.

**Circulars and Bulletins** issued from time to time are essentially notification, which implement, extend and/or alter a policy, rule or regulation.

SLSWA also makes **policies** from time to time. Such policies formalise SLSWA's position on specific issues and/or details the required procedures considered important to effect competent and prudent management and operations.

The Board also pass **resolutions** from time to time. Resolutions are a procedural means of formalising and recording a decision, rule, policy or position on a specific issue.

Special purpose committees and forums also provide **recommendations** to the Board and Chief Executive Officer to act on. These recommendations are non-binding, but provide a procedural means of formalising and recording advice to the Board or Chief Executive Officer on a specific issue.

## SUMMARY OF AMENDMENTS

This summary reflects the amendments to Regulations in accordance with the following SLSWA Board Minutes.

| ISSUED           | MEETING                                          | MINUTE<br>ITEM NO.                                               | REGULATIONS AMENDED                                                                                                                                                                    |
|------------------|--------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18 December 2000 | Board of Management,<br>18 December 2000         | 6.3                                                              | Full revision and issue of by-laws (regulations) to align with constitution.                                                                                                           |
| 28 May 2001      | State Council:<br>General Meeting<br>12 May 2001 | 6.1                                                              | Part 1: Section 2: Board Portfolios, 'Regulation 2.6 - Strategic and Future Development' of the SLSWA Rules and Regulations is deleted and replaced with 'Regulation 2.6 – Marketing'. |
| 25 June 2001     | Board of Directors,<br>25 June 2001              | 4.6.2                                                            | Part 1, Section 3,4,5 only, New State Officer Structure and terms.                                                                                                                     |
| 22 January 2002  | Board of Directors,<br>22 January 2002           | 5.3.1<br>5.3.3                                                   | Part 1: Section 5: Standing Committees, Para 7: Add Emergency Service Committee.<br>Regulation: Part 1: Section 5: Standing Committees, Para 8: Add Remuneration and Audit Committee.  |
| 6 May 2002       | Board of Directors,<br>2 May 2002                | 5.2.1                                                            | Part 1: Section 6: Meetings and Management, Para 5: Revise Board of Business and Resources composition and charter.                                                                    |
| 4 September 2002 | Board of Directors,<br>4 September 2002          | 5.3                                                              | Delete Regulations 3.18, 3.19, 3.20 & 3.21 and amend Regulation 3.5 to read as High Performance Co-ordinator.                                                                          |
| 2 February 2005  | Board of Directors, 1<br>February 2005           | 6.1                                                              | Full revision and issue of regulations in align with the governance review and constitutional amendments.                                                                              |
| 14 January 2006  | Special General Meeting                          | 6.5                                                              | Affiliation of Probationary Clubs                                                                                                                                                      |
| 28 June 2007     | Board of Directors, 20 June 2007                 | 2.5                                                              | Chairman – Education Committee                                                                                                                                                         |
| 28 June 2007     | Board of Directors, 20 June 2007                 | 4.15                                                             | Education Committee                                                                                                                                                                    |
| 28 June 2007     | Board of Directors, 20 June 2007                 | 4.16                                                             | Education Club and Member Advisory Forum                                                                                                                                               |
| 28 June 2007     | Board of Directors, 20 June 2007                 | 4.7.3 (c)<br>4.14.1(b)<br>4.14.2 (a)<br>4.14.3 (b)<br>4.14.3 (c) | delete ...'training Manuel review'...<br>delete ...'and education'<br>delete ...'/education'...<br>delete ...'and education'<br>delete ...'and education'...                           |



|                |                                    |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------|------------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21 August 2017 | Board of Directors, 21 August 2017 | 4.1                                      | <p>New Regulation 4.1 General Standing Committees move old Regulation 4.1 Appointments and Remuneration Committee to Regulation 4.2</p> <p>Move old Regulation 4.2 Audit Committees to Regulation 4.3</p> <p>Move old Regulation 4.3 Australian Honours and Awards Committee to new Regulation 4.4</p> <p>Move old Regulation 4.4 Judiciary Committee to new Regulation 4.5.</p> <p>Delete old Regulation 4.5 Lifesaving Committee</p> <p>Delete old Regulation 4.6 Sports Committee replace with old Regulation 4.8 Club President's forum.</p> <p>Delete old Regulation 4.7 Development Committee replace with old Regulation 4.9 Sport Club and Member Advisory Forum.</p> <p>Replace Regulation 4.8 with old Regulation 4.10 Development and Member Advisory Forum.</p> <p>Replace Regulation 4.9 with old Regulation 4.11 Administration and Member Advisory Forum</p> <p>Replace Regulation 4.10 with old Regulation 4.12 Lifesaving and Member Advisory Forum</p> <p>Replace Regulation 4.11 with old Regulation 4.14 Education and Member Advisory Forum.</p> <p>Delete old Regulation 4.13 Education Committee</p> |
| 29 August 2017 | Board of Directors, 29 August 2017 | Circular Resolution dated 29 August 2017 | <p>Regulation 2.2.1(b) delete "in each odd year" and replace with "annually".</p> <p>Regulation 2.2.2(a) delete.</p> <p>Regulation 2.2.3(a) delete.</p> <p>Regulation 2.2.3 (b) delete "...and Lifesaving Cub and Member Advisory Forum".</p> <p>Regulation 2.2.3(c) delete "upon reports and recommendations received from the Lifesaving Committee, officers, members and other forums" and replace with "on progress of the relevant objectives of the committee".</p> <p>Regulation 2.2.3 (d) delete "SLSA Board of Lifesaving" and replace with "equivalent SLSA committee".</p> <p>Regulation 2.3.1(b) delete "in each odd year" and replace with "annually".</p> <p>Regulation 2.3.2(a) delete.</p> <p>Regulation 2.3.3(a) delete.</p>                                                                                                                                                                                                                                                                                                                                                                               |

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|------------|--------------------------------|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            |                                |                                              | <p>Regulation 2.3.3(c) delete “upon reports and recommendations received from the Sport Development Committee, officers, members and other forums” and replace with “on progress of the relevant objectives of the committee”.</p> <p>Regulation 2.3.3 (d) delete “SLSA Surf Sports Advisory Forum” and replace with “equivalent SLSA Committee”.</p> <p>Regulation 2.4.1(b) delete “in each odd year” and replace with “annually”.</p> <p>Regulation 2.4.2(a) delete.</p> <p>Regulation 2.4.3(a) delete.</p> <p>Regulation 2.4.3(c) delete “upon reports and recommendations received from the Development Committee, officers, members and other forums” and replace with “on progress of the relevant objectives of the committee”.</p> <p>Regulation 2.4.3 (d) delete “SLSA Youth Development Committee” and replace with “equivalent SLSA committee”.</p> <p>Regulation 2.5.1(b) delete “in each odd year” and replace with “annually”.</p> <p>Regulation 2.5.2(a) delete.</p> <p>Regulation 2.5.3(a) delete.</p> <p>Regulation 2.5.3(c) delete “upon reports and recommendations received from the Education Committee, officers, members and other forums” and replace with “on progress of the relevant objectives of the committee”.</p> <p>Regulation 4.1.1(g) replace “6 months” with “4 months”.</p> |
| 6 May 2020 | Board of Directors, 4 May 2020 | Agenda Item 2 – Urgent Late Item of Business | <p>Regulation 4.4 replace “Australian and Awards Committee” with “SLSWA Australian and Awards Committee”.</p> <p>New Regulation 4.4.1(b).</p> <p>Regulation 4.4.1(f) replace “The committee is responsible to the Chief Executive Officer” with “The committee reports to the Board through the Chief Executive Officer”.</p> <p>Regulation 4.4.3(b) replace “SLSWA Guidelines for Australian Honours and other Awards” with “the SLSWA Life Membership Policy (SLSWA Life Membership Policy) and relevant nomination forms (as appropriate)”.</p> <p>Regulation 5.7 (a) – (f) State Life Membership deleted and replaced with new Regulation 5.7(a) – (j) State Life Membership.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

|                |                                    |                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------|------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 May 2020     | Board of Directors, 6 May 2020     | Circular Resolution 6 May 2020 | <p>Regulations 2.2.1, 2.3.1, 2.4.1, 2.5.1, 4.1.1(a), 4.2.1(a), 4.3.1(a), 4.4.1(a), 4.5.1(a), 4.6.1(a), 4.7.1(a), 4.8.1(a), 4.9.1(a), 4.10.1(a) and 4.11.1(a) – replace “Part VI, Para 28” with “Para 33”.</p> <p>Regulation 3.1 replace “Part V of the SLSWA Constitution specifically Para 27.4 and Part VI of the SLSWA Constitution specifically Para 28” with “the SLSWA Constitution specifically Para 32 and Para 33”.</p> <p>Regulations 4.8, 5.8, 7.1, 9.4 and 9.5 – minor typographical errors amended.</p> |
| 22 August 2023 | Board of Directors, 22 August 2023 | 7.2                            | Full revision and issue of regulations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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## SECTION 1: GOVERNANCE

### Regulation 1.1 Governance Policies

The Board fulfils its role by developing and monitoring governance policies which provide direction and boundaries for both its own and the Chief Executive Officer functions. The Board shall develop and/or review the following policies:

- a) Governance Policy; describing the way the Board organises its own work and carries out its governing role and which also includes (but is not limited to):
  - (i) Board/ Chief Executive Officer Linkage; defining the nature of the interrelationship between the Board and the Chief Executive Officer.
  - (ii) Chief Executive Officer Limitations; making clear any constraints or limits the Board places on the choice of operational means available to the Chief Executive Officer.
- b) Strategic Plan; describing the principal outcomes the Board intends the organisation should achieve. The Strategic Plan will include the organisation's core purpose, a statement of core values, a set of strategic goals and more specific key result/outcome statements.
- c) Operational policies; These are developed by the Chief Executive Officer defining day-to-day operational frameworks and guidelines for state officers. All operational policies shall be consistent with the principles, boundaries and definitions espoused in the Board-level policies. The Chief Executive Officer is responsible for the development of all operational policies. All operational policies shall be accessible to all state officers and the Board on request.

### Regulation 1.2 Conduct of SLSWA General Meetings

The below requirements are subject to any and all the meeting provisions set out in the SLSWA Constitution:

#### 1.2.1 General

- a) The following Rules shall apply to the conduct of the General Meetings of SLSWA.
- b) The word 'member' shall mean any Member of SLSWA in accordance with the General Meeting provisions set out in the SLSWA Constitution who has the right to be present, debate and vote on behalf of an affiliated club.

#### 1.2.2 Chair's Authority

- a) Whenever the Chair rises during debate, the member then speaking shall immediately be silent and resume their seat.
- b) In the case of any remark considered by the Chair to be offensive or inputting improper motives, the Chair may call upon a speaker to withdraw such comments and apologise.
- c) The Chair may call a member to order. If such a member persists in being disorderly, the Chair may call upon such member to withdraw from the meeting.
- d) It shall not be permissible to dispute the Chair's rulings or move a motion of dissent from the ruling, on matters of procedure and points of order.
- e) The Chair shall have the right to excuse non-voting members from the meeting on matters of confidentiality.

#### 1.2.3 Rules of Debate

- a) Any member desiring to speak shall stand up and address the Chair.
- b) If two or more members rise to speak at the one time the Chair shall decide who is entitled to priority.

- c) The meeting may decide that a particular person shall or shall not be heard, providing that a motion of this nature shall not be debated.
- d) No member shall interrupt another while speaking except to raise 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 Chair'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 Chair only may then speak on the motion.
- i) At any time during the debate, a member may "move that" the question be now "put" provided that the Chair 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, the amendment is immediately put to the vote. It shall not be competent for the mover, seconder, or any other person who has spoken to the original motioner amendment to move "that the question be now put."
- j) 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.
- k) 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.
- l) 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 to reply.

#### 1.2.4 Motions and Amendments

- a) Any member proposing a motion or an amendment shall state its nature before addressing the meeting.
- b) The mover of the motion shall not occupy more than five minutes nor any other speaker more than five minutes, provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.
- c) No member may speak more than once to a motion except with the Chair's permission, in explanation or reply, or to ask a question, provided that the member 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 their seconder, and the approval of the meeting, before making any alterations to the wording of their motion.
- f) Any member (other than provided for above) may move an amendment to a motion, provided it is not a direct negative of the motion proposed to be amended.
- g) The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment.
- 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 reopened for discussion before the termination of the same meeting, the meeting may, by unanimous vote, order its recommittal.

#### 1.2.5 Voting

- a) Voting shall be by the voices, or, at the discretion of the Chair, or at the request of any member, by show of hands or 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 Chair as directed by him.
- c) In the event of a division, any member declining to vote shall elect to retire behind the Chair or have their vote counted in the negative.
- d) The Chair may appoint tellers to assist him in counting a vote.

### **Regulation 1.3**

#### **Decisions and Implementation**

SLSA structure of State Centres, Affiliated Clubs, Life Members, Officers and Individual Members requires an incessant stream of decisions and then distribution of those decisions for implementation. The following guidelines shall be adhered to wherever possible.

#### 1.3.1 Decisions

- a) The powers of the Board include governing surf lifesaving in Western Australia in accordance with its mission and objects. The Board's rights of decision making may be directed by the Constitution and allow the Board to refer, at its discretion, matters to the Chief Executive Officer or Committees for recommendation or decision.
- b) The Constitution of an affiliated body shall contain directions as to the authority of any decision-making body or individual.
- c) If a referral to a body does not come within the documented authority of such body then the Terms of Reference shall include a direction to either:
  - i. Recommend a solution to the referring body.
  - ii. Refer the matter elsewhere.
  - iii. Put the matter on hold.
- d) Any decision taken at any meeting shall be clearly documented in the minutes or report of such meeting with a clear indication that the matter was either:
 

|                 |                                     |
|-----------------|-------------------------------------|
| i. Carried      | Final process and activate.         |
| ii. Endorsed    | Final process of an active subject. |
| iii. Resolved   | Pursue a course of action.          |
| iv. Recommended | Consider further action.            |
| v. Noted        | Formal acknowledgment.              |

### 1.3.2 Implementation

- a) Communication of decisions and their subsequent implementation shall be effected, as appropriate, by printed copy dispatched by mail or electronic media utilising the following titles and standards of information:
  - i. Minutes:  
Issued to inform on proceedings at General, Board or Committee meetings with a clear documentation of decisions reached.
  - ii. Bulletins:  
Issued to implement, extend and/or alter a policy, rule or regulation.
  - iii. Circulars:  
Issued to inform, update and/or stimulate policy matters, regulations, appointments or coming events.
  - iv. Reports:  
Issued to summarise and disclose information which has resulted from specific committees or individual investigations.
  - v. News Release:  
Issued to relate matters of internal or external importance.
  - vi. Memoranda:  
Issued to discuss or clarify individual issues.
  - vii. President's Message:  
Issued from the SLSWA President to internal and/or external stakeholders on various matters of internal and/or external importance in a range of communication channels as determined suitable.

## **SECTION 2: OFFICERS**

### **Regulation 2.1            Appointment and Duties of Officers**

The Chief Executive Officer may, in consultation with the Board, employ staff and appoint honorary officers as deemed necessary or appropriate from time to time.

Each position shall have a clearly defined job description.

Expressions of interest may be called from interested persons in being appointed, as and when required.

Where appropriate positions will be subject to SLSWA member screening policies.

Such appointments shall be for such period and on such conditions as the Board has authorised under the SLSWA Constitution specifically Para 32 and Para 33.

## **SECTION 3: BOARD, GENERAL AND SPECIAL COMMITTEES**

### **Authorisation of Committees**

Board, General and/or Special Committees are appointed from time to time and are authorised under Para 33 of the SLSWA Constitution. Committees carry out duties and functions determined by the Board, and when necessary may co-opt the services of other personnel to assist in their functions.

Expressions of interest may be called from members interested in being appointed to general and special purpose committees, panels or taskforces, as and when required.

## Regulation 3.1

### General Committees

#### 3.1.1 Authorities and Responsibilities

- a) General committees are constituted by Para 33 of the SLSWA Constitution.
- b) Regulation 3.1 applies to the General Committees comprising the Development Committee, the Sports Committee, the Lifesaving Committee, the Education Committee and the Australian Honours and Awards Committee.
- c) Each General Committee exists and acts independently of the other General Committees.
- d) The role of each General Committee is to support the Board by providing advice in relation to the various objectives of that respective General Committee.
- e) General Committees will be appointed by the SLSWA Board on an annual basis in July of each year.
- f) At the commencement of tenure of the General Committee the SLSWA Board will (at its discretion) set the objectives (being a minimum of three (3) and maximum of five (5) objectives) for the General Committee for that year (which objectives may include a continuation of any of the previous years' incomplete objectives).
- g) Each General Committee will hold a minimum of 4 meetings per year.
- h) Each General Committee Chair shall represent SLSWA on the relevant equivalent SLISA Committee.
- i) No General Committee has the authority or power to make decisions binding on SLSWA or commit SLSWA to expenditure.
- j) Each General Committee is responsible to and will report to the SLSWA Board.

#### 3.1.2 Composition

- a) Each General Committee shall be comprised of a Chair, the Chief Executive Officer (or the CEO's nominee), and a minimum of two (2) and maximum of four (4) additional appointed persons.
- b) Each General Committee, when in session, shall have a minimum of four committee members including the CEO or the CEO's nominee.
- c) The Board shall appoint (at its absolute discretion) the Chair and committee members of each General Committee in July of each year based upon particular expertise and merit in direct correlation with the objectives of that year.
- d) Committee members may only hold General Committee positions for a maximum of three years in total (whether or not those one year terms are served consecutively or not; or on the same or more than one General Committee).

#### 3.1.3 General Committee Chair

##### a) Appointment

- i. These positions are constituted by Para 33 of the SLSWA Constitution.
- ii. The Board shall appoint a Chair to each General Committee in July annually (except for the Chair for the SLSWA Honours and Awards Committee who will be appointed in July of each even year).
- iii. A Chair may be re-appointed.
- iv. Expressions of interest shall be called.
- v. The Board may at any time revoke the appointment.

##### b) Role and Authority

- i. A Chair does not have the authority or power to make decisions binding on SLSWA or commit SLSWA to expenditure.
- ii. Each Chair reports to the Chief Executive Officer.

##### c) Responsibilities

- i. Chair the relevant General Committee

- ii. Advise the Board and Chief Executive Officer on progress of the relevant objectives of the General Committee and be SLSWA's representative on the equivalent SLISA Committee (if appropriate).
- iii. Provide feedback to the committee on national matters (if appropriate).
- iv. Provide the Board with input into the strategic direction of SLSWA as it relates to that General Committee.

## Regulation 3.2

### Board Committees

#### 3.2.1 Finance, Audit and Risk Committee

##### a) Roles and Authorities

- i. The committee is constituted by Para 33 of the SLSWA Constitution.
- ii. Its role is to establish and assess adequate systems of internal control, management of business risks and safeguard of assets.
- iii. The committee shall have the authority to co-opt the services of other persons to provide advice and assistance on specific matters from time to time.
- iv. The committee does not have the authority or power to make decisions binding on SLSWA or commit SLSWA to expenditure.
- v. The committee reports to the Board.

##### (b) Composition

- i. The committee shall comprise three Board Members, the SLSWA Accountant and the Corporate Services Manager.
- ii. The committee, when in session, shall have a minimum panel of three committee members.
- iii. Any Board Member may attend meetings as a visitor.
- iv. The Board shall appoint committee members, and its Chair as and when required.

##### (c) Responsibilities

- i. Convene at least once per year or as required by the Chair, or as decided by committee members.
- ii. Oversee the reliability and integrity of accounting policies, financial reporting and disclosure practices.
- iii. Provide advice to the Board on the matter of financial statements, financial systems integrity and business risks.
- iv. Monitor compliance with applicable laws, regulations and organisational policy.
- v. Report committee meetings, including any determinations and recommendations, to the Board.

#### 3.2.1 Nominations Committee

##### (a) Roles and Authorities

- i. The committee is constituted by Para 33 of the SLSWA Constitution.
- ii. Its role is to review Board Position nominations.
- iii. The committee shall have the authority to co-opt the services of other persons to provide advice and assistance on specific matters from time to time.
- iv. The committee does not have the authority or power to make decisions binding on SLSWA or commit SLSWA to expenditure.
- v. The committee reports to the Board.

##### (b) Composition

- i. The committee shall comprise three Board Members.
- ii. The committee, when in session, shall have a minimum panel of three committee members.
- iii. Any Board Member may attend meetings as a visitor.

- iv. The Board shall appoint committee members, and its Chair as and when required.

**(c) Responsibilities**

- i. Convene as required by the Chair, or as decided by committee members.
- ii. Provide advice to the Board on nominations received for Board positions.
- iii. Report committee meetings, including any determinations and recommendations, to the Board.

**Regulation 3.3                      Special Committees**

**3.3.1 Judiciary Committee**

**(a) Roles and Authorities**

- i. The committee is constituted by Para 33 of the SLSWA Constitution.
- ii. Its role is to deal with disciplinary matters referred to it by the Board or Chief Executive Officer.
- iii. Proceedings commenced shall be in accordance with those defined in the SLISA and SLSWA Rules and Regulations.
- iv. The committee may be required to act within specific Terms of Reference, and on such terms, and for such purpose as required.
- v. The committee does not have the authority or power to make decisions binding on SLSWA or commit SLSWA to expenditure.
- vi. The committee is responsible to the Chief Executive Officer but shall report its findings to the Board.

**(b) Composition**

- i. The committee shall comprise a Chair and two appointed persons.
- ii. The committee, when in session, shall have a minimum of three committee members.
- iii. The Board shall appoint the Chair and committee members as and when required based upon expertise and merit with due consideration to geographic and technical knowledge.

**(c) Responsibilities**

- i. Convene as required by the Board or Chief Executive Officer.
- ii. Act within specific Terms of Reference outlined by the Board or Chief Executive Officer.
- iii. Act in accordance with those defined in the SLISA and SLSWA Rules and these Regulations.
- iv. Report committee meetings, including any determinations and recommendations, to the Board, via the CEO.
- v. For the purpose of appeal the Board or Chief Executive Officer may convene an Appeals Committee.

**SECTION 4: FORUMS**

**Regulation 4.1 Forums**

- (a) SLSWA will hold Forums relevant to Club Presidents, Sports, Development, Education, Lifesaving and any other subject matter determined by the Board from time to time. The purpose of these Forums is to:
- i. discuss and advise the Board and Chief Executive Officer of club viewpoints on various national and state issues; and
  - ii. to inform and provide relevant information to club representatives so that they can provide the relevant information to their membership.

- (b) These Forums do not have the authority or power to make decisions binding on SLSWA or commit SLSWA to expenditure.
- (c) The forum shall comprise the State President as Chair, Chief Executive Officer, all Board members and the relevant representative from each club.
- (d) The Forums will convene at least twice per year, or whenever the Chair thinks fit, or on the Chief Executive Officer receipting a requisition in writing of 25% of clubs. The requisition from clubs for a meeting shall state the object(s) of the meeting, shall be signed by the members making the requisition and be sent to the Chief Executive Officer. A meeting shall be convened within 21 days of receiving such request.
- (e) The Forums will receive administrative support from the Chief Executive Officer.

## **SECTION 5: MEMBERSHIP**

### **Regulation 5.1            Restriction on Membership**

In relation to membership restriction the following shall apply:

- a) A non-financial, suspended, excluded or expelled member of a club shall not knowingly apply to join another Affiliated Club nor shall a club knowingly admit, accept or retain in membership any past or present member of any other club who is indebted to in any way, or is currently suspended or expelled from any club.
- b) A club shall immediately provide to SLSWA the names and addresses of members who have had their membership cancelled or suspended and such information, including the period of suspension/cancellation of membership shall be set out in a register provided for that purpose.
- c) Should a member of more than one club be suspended or expelled by any club they shall not be allowed to compete in competition for any other club of which they are a member or in any other club competition or in any other SLSA/SLSWA competition, while under suspension or expulsion.

### **Regulation 5.2            Membership Categories**

The philosophy of SLSA is to establish and recruit members for participation in active surf lifesaving duties and in relation to membership categories of SLSA each Affiliated Club should provide for the types of membership and minimum qualification as determined by SLSA.

### **Regulation 5.3            Dual Membership**

Dual or multi-club membership shall be per SLSA regulations.

### **Regulation 5.4            Membership Clearances**

Any member, who desires to join another Affiliated Club but still retain membership of that Member's existing Affiliated Club(s), or any person who has ceased to be a member of an Affiliated Club, shall do so in accordance with SLSA regulations.

### **Regulation 5.5            Competitive Rights Transfers**

A member of an Affiliated Club who desires to transfer competitive rights to another Affiliated Club during the currency of a competition season may do so under the conditions as issued by SLSA from time to time.

## Regulation 5.6

### State Life Membership

- a) Life Membership of SLSWA may only be awarded in accordance with:
  - i. these regulations;
  - ii. the SLSWA Life Membership Policy; and
  - iii. the prescribed nomination form.
- b) To be eligible for nomination for Life Membership of SLSWA, a nominee must have provided a minimum of nine (9) years outstanding service to SLSWA in the area of governance or a minimum of fifteen (15) years outstanding service to SLSWA in the area of Lifesaving, Education and Training, Surf Sports or Nippers & Youth.
- c) Life Membership of a nominee's club:
  - i. is not a pre-requisite for Life Membership of SLSWA; and
  - ii. does not automatically entitle a nominee to Life Membership of SLSWA.
- d) Nominations for Life Membership of SLSWA must be submitted in writing in the prescribed form (if any) to the Chair of the SLSWA Australian Honours and Awards Committee (**SLSWA AHAC**).
- e) The SLSWA AHAC must consider the nomination against the written criteria provided in these Regulations, the nomination form and the SLSWA Life Membership Policy current at the time that the SLSWA AHAC receives the nomination.
- f) In its consideration of the nomination the SLSWA AHAC must take into account the involvement of the nominee in the areas of:
  - i. Governance;
  - ii. Lifesaving;
  - iii. Education and Training;
  - iv. Surf Sports; and
  - v. Nippers and Youth.
- g) The SLSWA AHAC must make an independent assessment of the nomination and determine by majority vote of the committee whether the SLSWA AHAC will recommend that the Board accept or reject the nomination.
- h) The Board will then make a determination on the nomination and advise the SLSWA AHAC accordingly and the SLSWA AHAC will notify the nominee of the decision within a reasonable period of time.
- i) The Board's decision is final and the Board is not required to provide any reasons for its decision.
- j) To ensure continuity, the Chair of the SLSWA AHAC shall maintain a current and ongoing record of all nominations submitted to the SLSWA AHAC.

### **Regulation 5.7 SLSWA Awards for Service/Support**

Awards of Service or Support may be granted to a member, non-member or company or group who have contributed outstanding service or support to SLSWA as seen fit by the Board. This may include but not limited to Awards of Excellence and Citation of Merit.

### **Regulation 5.8 SLA Awards for Service/Support**

Members of SLSWA may be eligible for SLA awards for service, bravery, and innovation. Refer to SLA regulations for eligibility and procedure for nomination.

### **Regulation 5.9 Member Protection**

All members shall immediately report any suspected breaches of the SLSWA Member Protection or Equity policies, or Codes of Conduct to the appropriate authority or as per SLSWA and SLA policies.

### **Regulation 5.10 Visits and Tours**

In relation to visits and tours by SLA individual members or teams who shall include all persons who travel with or under the arrangements made by the SLA, State Centre, Branch or Affiliated Club shall do so in accordance with SLA regulations.

### **Regulation 5.11 Non-Political and Non-Sectarian Policy**

In relation to political and sectarian activities the following shall apply:

- a) SLSWA shall be strictly non-political and non-sectarian and no Individual Member of SLSWA shall directly or indirectly allow any subject bearing on politics or religion to be introduced or discussed at any meeting under its control or in any premises or place under its control either permanently or temporarily.
- b) No Individual Member of SLSWA (in their capacity as such a member) shall:
  - i) Publicly participate in any political gathering or meeting.
  - ii) In any publication or on televisions, film or radio or like production, or in any other manner express an opinion or belief which supports or tends to support or discredits or tend to discredit any political or religious party, activity or belief.
  - iii) At any time publicly profess or claim to represent the view or belief of SLSWA or any part thereof or members thereof.
  - iv) Draw a comparison or compare the discipline, procedures or activities of SLSWA or any part thereof with any political or religious activity, body or organisation.

## **SECTION 6: RULES AND PROCEDURES**

### **Regulation 6.1 Country Club Definition**

The country club definition is as determined by the Board on an annual basis.

### **Regulation 6.2 SLSWA Colours and Badges**

- a) The colours of SLSWA shall be black and gold.
- b) The official badge of SLSWA shall be determined by the Board from time to time.

**Regulation 6.3****Club Colours, Badges and Competition Cap**

- a) Each new Affiliated Club shall apply to SLSWA to register its proposed colours, badge and competition cap design, which shall be subject to the endorsement of SLSWA and the approval of the Australian Council.
- b) Existing Affiliated Clubs' colours, badges and competition cap design shall not be altered without re-endorsement of SLSWA and the approval of the Australian Council.
- c) Initial registration of colours, badges and competition cap design is subject to payment of a fee, as is each additional registration. The registration fee shall be as determined from time to time by the Board.

**Regulation 6.4****SLSA/SLSWA Manuals, Circulars and Bulletins**

SLSA may publish Manuals, Circulars and Bulletins, and SLSWA may publish Manuals Circulars and Bulletins considered desirable for the promotion of its objects. All such current Manuals, Circulars and Bulletins shall be deemed to be part of these Regulations.

**Regulation 6.5****Affiliation - Probationary Clubs**

- a) Subject to the SLSWA Constitution and these Regulations a Probationary Club is considered a Member of SLSWA as defined in Part 1 – Interpretation and in accordance with the requirements as stated at Part III – Membership Clause 5.
  - (i) Applications for Probationary Club status may be accepted or rejected by the SLSWA Board based on merit.
  - (ii) Where the SLSWA Board endorses an application, the recommendation for endorsement shall be forwarded to the next available General Meeting for consideration and to be endorsed/not endorsed.
- b) A Probationary Club shall:
  - (i) Work to demonstrate significant gains across the four pillars of lifesaving, education, surf sports and Nippers to the satisfaction of the SLSWA Board;
  - (ii) Not have voting rights at Annual General Meetings or General Meetings but will otherwise be bound by membership requirements, and entitled to membership benefits, under the SLSWA Constitution;
  - (iii) Have their Probationary Club and affiliation status removed where they are unable to fulfill their obligations as determined
- (d) If during the probationary period the club is unable to continue due to financial, economic or lack of membership, SLSWA shall coordinate the disposal of any equipment and funds owned by the club.
- (e) Upon conclusion of the probationary period the probationary club must apply for full affiliation in accordance with the affiliation requirements set out in the SLSWA Constitution and any additional requirements determined by the Board at its discretion. This application will then be considered by the SLSWA Board. If the SLSWA Board approves the probationary club's application for full affiliation, this then must also be accepted by the Affiliated Clubs at the following SLSWA Annual General Meeting. Probationary Clubs applying for full affiliation must provide an updated presentation at the Presidents Forum following the relevant AGM.

**SECTION 7: DISCIPLINE AND GRIEVANCE PROCEDURES****Regulation 7.1****Discipline and Grievance Matters**

Discipline and Grievance matters shall be dealt with in accordance with the SLSWA Constitution and SLSA Regulations as appropriate.

## SECTION 8: COMPETITIONS

### **Regulation 8.1      SLSWA Carnivals and Competitions**

- a) Rules for the conduct, control and management of carnivals and competitions will be promulgated by Circulars and Bulletins issued pursuant to these Rules & Regulations.
- b) Rules for adjudication of protests and disputes relating to carnivals and competitions are contained in relevant Manuals of SLSA and Circulars and Bulletins as issued by SLSWA.

### **Regulation 8.2      Competitive Rights, Obligations and Qualifications**

In relation to trophies, prizes whether cash or kind and the eligibility of individual member/s representing a section of SLSWA to compete for or accept such trophies or prizes shall be in accordance with SLSWA regulations, policies, Circulars or Bulletins issued from time to time.

### **Regulation 8.3      International, National and Interstate Competitions and Championships**

Affiliated clubs may enter individual members in appropriate competitions and events as organised from time to time, in accordance with the requirements issued by International Life Saving and SLSA.

### **Regulation 8.4      State Championships**

Affiliated clubs may enter individual members in any or all of the various State Championships, competitions and events, under the auspices of SLSWA in accordance with the requirements issued by SLSWA.

### **Regulation 8.5      Interclub Competitions**

Affiliated clubs may enter individual members in any or all of the various interclub competitions and events under the auspices of SLSWA in accordance with the requirements issued by SLSWA.

### **Regulation 8.6      Special Events**

SLSWA or Clubs hosting or providing water safety for special events shall do so in accordance with the requirements/policies issued by SLSWA and SLSA.

## SECTION 9: LIFESAVING

### **Regulation 9.1      Patrol Obligation/Exemption Policy**

Patrol obligations and exemptions shall be in accordance with in accordance with the requirements issued by SLSA and/or SLSWA.

### **Regulation 9.2      Lifesaving Service Agreement**

The primary role of each affiliated Club is to patrol the beach or beaches under its jurisdiction in accordance with the Lifesaving Service Agreement negotiated annually with each Club's relevant Local Government Authority

The Lifesaving Service Agreement shall be negotiated and agreed upon at least four (4) weeks prior to the commencement of that Club's patrol season.

Clubs must enter their patrolling season profile into SLSA's SurfGuard and also record a copy of their Lifesaving Service Agreement with SLSWA prior to commencement of their patrol season.

**Regulation 9.3****Core Patrol Schedule**

Each Lifesaving Service Agreement shall outline as a minimum:

- Area of Operation
- Duration of patrol season
- Hours of Operation
- Patrol Strength
- Patrol Resources
- Method of Operation

**Regulation 9.4 Proficiency**

Members, where applicable, are required to pass a proficiency test or skills maintenance update to undertake their recognised duties, which will be issued by Circulars or Bulletin from time to time.

**Regulation 9.5 Assessments**

Accredited SLSA Assessors shall only conduct all assessments of lifesaving awards in accordance with stated Circulars or Bulletins issued from time to time.

**Regulation 9.6 Water safety**

Safety requirements for all water activities shall be met in accordance with Circulars or Bulletins issued from time to time.