

# **Manly Life Saving Club Inc.**

## **By-laws**

In accordance with the Constitution of MLSC and in particular rule 13.

### **1. Annual Report Contents**

The annual Report and financial Statements to be presented to the members at the Annual General Meeting shall include as a minimum the following items. This will ensure that the document is a history as well as a statistical record of the Club.

1. List of Office Bearers, Standing Committees, sub-committees, panels and groups etc.
2. List of Committee meeting attendances.
3. A list of membership.
4. List of suspended members.
5. List of patrol members, Captains and Vice Captains, with the number of patrols possible and actual attendances and members whose patrol record for the season does not count as a year of service.
6. Junior Activity Annual Report with JAC members and State Championship competition results , if not separately presented at JAC AGM.
7. Audited Financial Statements of the MLSC Inc.
8. Reports from each group affiliated with the MLSC Inc.
9. State, Australian and World Championship results.
10. Club Championships results

### **2. Club Correspondence**

A list or copies of all incoming and outgoing correspondence, this includes paper correspondence and emails which are either sent too or carbon copied (cc) to [secretary@manlylsc.com](mailto:secretary@manlylsc.com), shall be available at each meeting of the Board and appear with the Minutes of each Board meeting.

### **3. Club Identification**

Is referred to in rule 4 of the Constitution and further details or specifics of the following will be kept by the Secretary:

Club Badge, Club Honour Badge, Club Flag

#### **4. Patrol requirements**

All members, upon entering Club premises, automatically become eligible for and liable to perform any duties called upon by the Club Captain or Patrol Captain.

The Board may exempt any member from patrols for any sufficient reason including those members who have a consistent performance of lifesaving duties or administration duties outside club activities.

The office holders of the following positions of MLSC are exempted whilst they hold these positions: The President, Deputy Presidents, Club Captain, Treasurer, Secretary, Chief Instructor, IRB Captain. These office holders will be credited as having satisfactorily performed their patrol duties whilst they hold these positions, however this will not exempt them from any SLISA patrol hour competition requirements.

Patrol requirements for season 2020/2021 are as follows:

Any member that is not Long Service, Honorary or an Associate member must do their best to fulfil their Patrol roster. If a member cannot make a rostered Patrol, it is their responsibility to find a replacement. This can be done via the Member's Portal. Obligated Patrol hours consist of 25 hours for competition (calculated from a calendar year) consisting of hours on Patrol or designated water safety hours.

Patrol Grading Key for 2020/2021 follows:

At the conclusion of each patrol season every patrolling member's patrol season hours are accumulated and one of the gradings below is allocated.

A = The highest and recommended award status for a patrol members achievement; Year of Service is granted and accumulates towards Long Service (10 years).

To achieve A Grade status, members must complete minimum 30 patrol hours a year composed of

Minimum of 20 rostered patrol hours with your allocated Patrol

AND Minimum 10 hours with another patrol

OR 10 hours maximum of approved and logged, water safety

B = Year of Service not granted, but member in good standing.

C = Member must reapply to join, with letter of commitment

NOTE: An A grading may be granted when a prior agreement has been made between the Club Captain and a member due to other services they provide to the club.

### **Roving Patrol:**

Placements on Roving Patrol are limited and are only available to a maximum of 30 members. In order to qualify, your work/family/sports schedule is such that you cannot predict your availability. Due to limited places, those wanting to be on Roving Patrol MUST apply prior to every season. There is an expectation that when Patrol numbers are low, roving members will be contacted first to fill gaps.

To receive an A grading, roving members must complete a minimum of 20 hrs on ANY patrol and 10 hours of water safety.

## **5. Membership Fees and other fees.**

As required by Rule 7 of the constitution the fees for season 2020/21 are as follows:

|            | MEMBERSHIP CATEGORY  | EARLY BIRD<br>Expires<br>30/9/20 | FEE                  | GYM FEE | PAY |
|------------|--|----------------------------------|----------------------|---------|-----|
| <b>LM</b>  | LIFE MEMBER  | NA                               | NA                   | NA      |     |
| <b>HON</b> | HONORARY MEMBER  | NA                               | NA                   | NA      |     |
| <b>SAM</b> | SENIOR ACTIVE 19 yrs & Over (as at 30/09/2020)   | \$140.00<br>\$140.00             | 165.00<br>165.00     | NA      |     |
| <b>RAM</b> | RESERVE ACTIVE   | \$140.00                         | \$165.00             | NA      |     |
| <b>LS</b>  | LONG SERVICE   | \$140.00                         | \$165.00             | NA      |     |
| <b>AWM</b> | AWARD MEMBER (hold a current SLSA award other than Bronze and shall help out using this award) | \$140.00                         | \$165.00             | NA      |     |
| <b>SPM</b> | SENIOR PROBATIONARY (inc joining fee and bronze course fee)                                    | \$400.00                         |                      | NA      |     |
| <b>JM</b>  | JUNIOR MEMBER 16-18 yrs and holds current bronze   | \$100.00<br>\$100.00             | \$120.00<br>\$120.00 | NA      |     |
| <b>CM</b>  | CADET MEMBER 13-15 yrs   | \$100.00                         | \$120.00             | NA      |     |
| <b>CJP</b> | CADET & JUNIOR MEMBER PARENT<br>1 Parent<br>2 Parent   | NA                               | \$75.00<br>\$125.00  | NA      |     |
| <b>NPA</b> | NIPPER PARENT ACTIVE MEMBER (person who attains bronze for purpose of Water Safety)            | NA                               | 200.00               |         |     |
| <b>ASM</b> | ASSOCIATE MEMBER   | \$330.00                         | \$370.00             | NA      |     |

### **ADDITIONAL OPTIONS**

|            |                                      |    |         |  |  |
|------------|--------------------------------------|----|---------|--|--|
| <b>LFS</b> | LOCKER FEE (SMALL)                   | NA | \$20.00 |  |  |
| <b>LFL</b> | LOCKER FEE (LARGE) only if allocated | NA | \$90.00 |  |  |

|             |   |    |                 |  |  |
|-------------|---|----|-----------------|--|--|
|             |   |    |                 |  |  |
| <b>CF</b>   | COMPETITION FEE – U15-OPEN'S                    |    | <b>\$200.00</b> |  |  |
| <b>MCF</b>  | MASTERS COMPETITION FEE                         |    | <b>\$150.00</b> |  |  |
| <b>SC</b>   | CRAFT STORAGE FEE- Competitor (1 Board & 1 Ski) | NA | <b>\$150.00</b> |  |  |
| <b>SS</b>   | SKI STORAGE ONLY (1 SKI ONLY)                   | NA | <b>\$150.00</b> |  |  |
| <b>BO</b>   | BOARD ONLY STORAGE (1 BOARD)                    | NA | <b>\$100.00</b> |  |  |
| <b>SCNB</b> | CRAFT STORAGE – Non-Competitor – Board Only     | NA | <b>\$200.00</b> |  |  |
| <b>POST</b> | POSTAGE (If receipt to be mailed)               | NA | <b>\$3.00</b>   |  |  |
| <b>DON</b>  | DONATION TO MANLY LSC (Tax Deductible)          | NA |                 |  |  |

### **PAYMENT OPTIONS**

**ONLINE:** Through the club website go to <http://www.manlylsc.com>

**MAIL:** This form with membership renewal form and payment to Manly Life Saving Club, PO Box 141, Manly 1655

**DIRECT DEPOSIT:** Manly Life Saving Club, Westpac Bank, BSB: 032-096 Account No: 499913 – DESCRIPTION – YOUR SURNAME & FIRST INITIAL (Please email a transaction receipt or include with your renewal form)

**IN PERSON:** At the club office (9977 2742) by CASH or CHEQUE (payable to Manly LSC or by CREDIT CARD/EFTPOS. Please bring this form and your membership renewal form with you.

- Fees for Membership renewal are payable from 1 May 2020 at the Early Bird Rate.
- Membership for new members must be paid at the time the application for membership is made
- Age is as at midnight on the 30<sup>th</sup> September 2020
- The early bird discount applies to membership fees and has been extended until the 30<sup>th</sup> September 2020.
- Nipper Parent fees \$75 for one parent and a discount applies for both parent (\$125)
- Cadet, Active and Junior Active members must have at least one parent join as a Cadet Active or Junior Active and pay same as nipper parent ie \$75 for one parent or \$125 for both.
- No Gym Fees until the club is reopened.
- Competition Fees are payable by the 30<sup>th</sup> September 2020 otherwise access to storage will be denied.
- Competitors can store up to 2 SLSA approved craft (1 board & 1 Ski) for \$150 annually. SLSA approved board only storage (1 board) will be \$100 annually and the cost for Ski only storage (1 ski) is \$150 annually. Spots will be allocated only

for the discipline you compete in ie: you may be allocated a ski spot only if you compete in Ski in at least 3 of the following carnivals (in order of priority) Aussies, State, Branch and one other Carnival in left to right priority.

- Non-Competitors from all membership categories may store 1 SLISA approved board for \$200 if spots are available at the club. There are no Ski spots available at the club until more ski spots are built but members may store their ski at halfway beach for \$400 per season.
- Locker Fees are a flat \$20 for all membership categories. Large Locker fees will remain at \$90 for those allocated.
- 50% Discount off annual fee for all Active, Long Service, Reserve Active, and Award members over 60 Years of Age.

## **6. Competition selection process.**

As required by Rule 21 of the constitution the selection process for the 2020/21 season is as follows:

Manly LSC senior club team selection (U15 upwards) will be decided by a team comprising: -

- Deputy President of Competition and/or Director of Water
- Head Coach
- Board Coach
- Ski Coach
- Any relevant coach for the discipline

The criteria for team selection will be

- Results at relevant carnivals, with any luck or bad luck taken into account
- Training attendance frequency
- The workload schedule of the athlete
- The ability of the athlete to perform in the expected conditions at the carnival venue

Manly LSC Nipper selection process is contained in the Manly Nipper Competition Handbook, which is updated annually and is located on the club website (<https://manlylsc.com/manly-nipper-competition-handbook/>)

## **7. Club Championships**

The Club championship criteria for 2020/21 is as follows:

At present for the 2020/21 season there will be no Manly LSC Senior Club Championships, however Club Championship may be held at the discretion of the Club Captain.

Manly LSC Nipper Club Championship criteria is contained in the Manly Nipper Competition Handbook, which is updated annually and is located on the club website (<https://manlylsc.com/manly-nipper-competition-handbook/>)

## **8. Prohibitions**

Breach of the following by laws may lead to disciplinary action taken in accordance with rules 24 and 25 of the Constitution.

- No Club equipment, boats, boards, skis or IRB's may be taken to the Bower or the Bombora, except in a rescue emergency or where approval has been obtained from the Director of Education/Chief Training Instructor or Club Captain for structured training sessions lead by a qualified Training Officer. Prior to approval suitable details and risk assessments must be carried out and agreed, including but not limited to dedicated water safety personnel.
- No boards or skis are to be carried through the foyer or the boat shed by members of the Senior or Junior Activities, except in cases of genuine emergency.
- No member is to be on the club premises after 9 pm unless for the purpose of training or activity sanctioned by the Board.
- No member shall order/purchase any club equipment or other item without first obtaining permission from a Board member and obtaining a purchase order from the office that clearly indicates the item/s to be purchased, and where practical an estimate of cost, and the area to be costed for the account.
- No person is to store a ski or board on Club Premises without the written approval of the Board as delegated to an appropriate board member. Club Premises include, but not limited to the area of Manly LSC as well as the boat shed at Halfway Beach.
- No member of this Club shall communicate in any way to any member of the Press, or news media, or any official of the Association of any information concerning the Club, or its members, without prior permission being granted by the President, a Deputy President, the Captain or the Secretary of the Club.

- No member is to take an IRB out without the express permission of the IRB Captain, except in cases of a genuine emergency or during approved training.