



# **BUDE Surf Life Saving Club Club Rules**

**Registered Charity 1032099**

<b>Position</b>	<b>Signed</b>	<b>Date</b>
<b>President</b>	<b>A Bailey</b>	<b>16/10/2009</b>
<b>Chairman</b>	<b>A Parsons</b>	<b>16/10/2009</b>
<b>Club Captain</b>	<b>G Anderton</b>	<b>16/10/2009</b>

**Version Control;**

<b><u>ITEM</u></b>	<b><u>SUBJECT</u></b>	<b><u>DATE</u></b>
Version 0.1 Draft	From existing copy – by GA	June 2009
Version 1.0	Agreed by Committee	July 2009
Version 1.1 Draft	Draft amendments by G Anderton	September 2009
Version 1.2 Draft	Amended typo's – J Case – Finance Section	September 2009
Version 1.3 Draft	Amendments by J Compton – CP & Committee Sections	September 2009
Version 1.4 Draft	Amendments following Committee Meeting 17-09-09 – Insertion of Sub Committee and amendments to age ranges.	September 2009
Version 1.5 Draft	Inclusion of Equal Opportunities and Disabled Policies	September 2009
Version 1.6 Draft	Alteration of cheque signatories in finance section	October 2009
Version 1.7 Draft	Alteration of Committee positions, definition of chair and members behaviour sections	October 2009
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## **Bude Surf Life Saving Club Rules;**

### **Scope;**

This document expands the Club Regulations set out in the Club Constitution. It seeks to define Rules to ensure the smooth running of the Club, within the boundaries set by the Constitution.

### **Purpose;**

This document clearly sets out the Rules necessary for the Club to operate under the Constitution. The Club Rules make clear what is expected of the Club Officials; what are their responsibilities and what is their authority.

**Name;**

The name of the club is Bude Surf Life Saving Club (Bude SLSC). It is hereinafter referred to as The Club.

**Objectives;**

The objectives for which the club is established are;

- a) To promote the work of Surf Life Saving and methods for the resuscitation of the rescued and the application of 1<sup>st</sup> Aid on all beaches;
- b) To strive to improve the methods of Surf Life Saving and resuscitation and to assist in providing modern surf life saving gear in order to reduce as much as possible loss of life on all beaches;
- c) To co-operate with any relevant bodies in improving methods of surf life saving;
- d) To coach and train Members to a level where they can achieve qualifications and awards set by the Association.
- e) To coach and train Members to competent level, so they can compete in Local or National competitions.
- f) To manage the finances of the Club to achieve the Clubs Constitutional Aims and the Club's Objectives;
- g) To do all such lawful things as are incidental or conducive to the attainment of the above objects.

**Membership;**

Membership of the Club shall be open to all persons interested or actively engaged in Surf Life Saving in Bude and District, subject to the rules and conditions as laid down by the Bude SLSC Membership Guidelines.

New members must be proposed by at least one fully paid up member of the Club and the details of the proposing Members should be entered on the New Member Application Form as a referee. Each application must be accompanied by the relevant subscription.

New Members will not be eligible for election to the Club Committee for twelve months.

The Committee shall have the power to refuse an application for membership without assigning a reason and may expel from The Club any member who in their opinion is guilty of any act or conduct calculated to injure or discredit The Club.

The membership consists of the following classes;

- a) President who shall be elected at the Annual General Meeting;
- b) Chair is a member aged 18 years and over who is willing to take overall responsibility for the Club, to ensure its Constitutional Aims are met.
- c) Senior Active members being persons aged 18 years and over who are prepared to train as Surf Life Savers and also prepared to abide by such rules and resolutions as are made from time to time by the Club Committee, and be eligible for election to any official position in The Club
- d) Intermediate Active members being persons aged 16 years to 18 years, who are prepared to train as Surf Life Savers and also prepared to abide by such rules and resolutions as are made from time to time by the Club Committee.
- e) Junior Active members being persons aged 12 years to 16 years who are prepared to train as Surf Life Savers and also prepared to abide by such rules and resolutions as are made from time to time by the Club Committee.
- f) Nipper Active Members, being persons aged 7-12 years who are prepared to train as Surf Life Savers and also prepared to abide by such rules and resolutions as are made from time to time by the Club Committee.
- g) Associate Members being persons who are interested in Surf Life Saving and are prepared to abide by such rules as are made from time to time by The Club Committee and be eligible for election to any official position in The Club with the exception of positions which are to be held by Active Members.
- h) Life Membership is the highest honour The Club can bestow on a member and can appointed annually.  
Nominations for Life Membership must be submitted and approved by the Club Committee.

*(Any age detailed is as of 31<sup>st</sup> December for the year in question)*

### **Subscriptions;**

Subscriptions will be paid annually at a level to be determined at the Annual General Meeting.

Penalty for late payments of subscriptions will be controlled by the Club Committee, under the rules set by the Bude SLSC Membership Guidelines.

### **General Meetings;**

An Annual General Meeting of the Club shall be held in no later than December each year.

The Committee may convene an Ordinary General Meeting whenever it so decides.

An Extraordinary General Meeting must be convened upon receipt by the Chair or Secretary of a written request signed by not less than 10 paid up members.

The Officers of The Club will give all members fourteen (14) days notice of such meetings, together with copies of the agenda giving details of the reason for the request being made.

No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business; twelve (12) members present in person shall constitute a quorum. Failure of any member to receive his notice shall not invalidate the meeting. Every member of The Club, over the age of 18, shall have one vote, which may be exercised by a show of hands but it shall be competent for the members before such a vote is taken to require by resolution that it shall be taken by ballot. When a ballot is to be taken two persons shall be appointed by the meeting as scrutineers who shall count the number of votes and report the result in writing to the President who shall declare the result of the ballot to the meeting. In cases of equality of votes the president shall have a second or casting vote.

In the absence of the President from any meeting the members present at the meeting shall elect a Chair to preside at the meeting and the Chair shall have at that meeting all the powers normally exercised by the President.



**Officers;**

The Officers of the Club shall be the President, Chair, Treasurer/Honorary Treasurer, Secretary/Honorary Secretary, and Club Captain. Officers shall be elected at the Annual General Meeting each year. An Active Member may only nominate the Club Captain, and only active members can vote to elect the Club Captain. The Officers shall be ex-officio members of all Committees and Sub-Committees.

The position and duties of the Officers are as follows and are subject to any alteration or amendment as made from time to time by the Committee and as laid down in their minute book. In the event of a vacancy occurring in the Officers during the year it shall, if necessary, be filled by the Committee.

- President is a position of honor bestowed upon them, following their long term commitment to the Club. Their experience should help to guide the Club towards achieving its Aims and objectives.
- Chair shall be the principal officer of The Club, ensuring it functions effectively, and as such can take the chair at his own discretion at any meeting at which he is in attendance.
- Secretary/Honorary Secretary shall keep a record of the proceedings of The Club, conduct correspondence on behalf of The Club, convene meetings and keep a correct role of members. The records of The Club shall be open on due notice for inspection by members at reasonable hours, subject to the Data Protection Act. (Note – The Secretary will be Honorary if they are not a member of the Club, in which case they will have no formal voting rights.)
- Treasurer/ Honorary Treasurer shall keep an account of all money received and paid by them for and on behalf of The Club and shall pay all accounts and make such disbursements as are approved by the Committee. The Treasurer shall present to the members at the Annual General Meeting a duly audited statement of accounts showing all financial transactions of The Club made up to the end of The Clubs financial year.  
The treasurer shall also forward a set of accounts to the Charities commission annually as required by the Charities Act.  
(Note – The Treasurer will be Honorary if they are not a member of the Club, in which case they will have no formal voting rights.)
- Club Captain shall be the principle active member (male or female) and as such show their leadership, innovation, and mediation and again as such shall be the enforcer of all resolutions, rules, regulations of The Club and their authoritative power is as laid down in the Minute books of the Committee.

**The Committee.**

The management of The Club shall be vested in a committee consisting of;

Officers of the Club	President, Chair, Treasurer / Honorary Treasurer Honorary / Honorary Secretary Club Captain (Active Member)
Committee Members	Chief Instructor Ladies Vice Captain (Active Member) Mens Vice Captain (Active Member) Gear Steward Nipper Liaison Officer Junior Liaison Officer Intermediate/Senior Training Officer Media & Publications Officer Events Officer Regional Representative Membership Secretary

In the event of a vacancy occurring the Committee shall be have the powers to co-op a member to fill that vacancy. All members, other than 'Honorary positions, to have full voting powers.

No one member shall fill any more than two Committee Member positions.

A regular meeting of the Committee shall be held at least once in every three calendar months. No business shall be transacted at any Committee meeting unless a quorum is present at the time when the meeting proceeds to business. Eight (8) members present in person, including at least two (2) Officers, shall constitute a quorum.

All nominations for the Committee shall be made at the Annual General Meeting each year.

The Committee shall have the power to appoint such sub-committees as may be deemed desirable. The constitution, personal duties and powers of any sub-committee shall be as such as may be determined from time to time by the Committee. Such sub-committees may appoint their own officers with the stipulation that the chair of such sub-committee shall be a member of the Club Committee. Members of the sub-committee need not be members of the Club Committee.

**Committee Members Responsibilities;****Chief Instructor**

The chief Instructor shall be responsible for all training, qualifications and awards conducted and achieved by Members of the Club. They are to confer with other relevant Committee Members, to help achieve the Clubs Aims and Objectives, and they should have a working relationship with the Association.

**Ladies Vice Captain (Active Member)**

The Ladies Captain shall act as a point of contact between all female Members of the Club and the Committee. They shall also assist the Club Captain in his duties, and also to enforce all resolutions, rules, and regulations of The Club.

**Mens Vice Captain (Active Member)**

The Mens Captain shall act as a point of contact between male Members of the Club and the Committee. They shall also assist the Club Captain in his duties, and also to enforce all resolutions, rules, and regulations of The Club.

**Gear Steward**

The gear steward shall be responsible for the upkeep and repair, of all Club Surf Life Saving Equipment.

Should any Club Surf Life Saving Equipment require replacement, then the Gear Steward shall be responsible for arrangement of this through the Committee, and with the approval of the Committee.

**Nipper Liaison Officer**

The Nipper Liaison Officer shall act as a point of contact between all Nipper Members of the Club and the Committee. They shall co-ordinate all activities involving Nipper Members.

### **Junior Liaison Officer**

The Junior Liaison Officer shall act as a point of contact between all Junior Members of the Club and the Committee. They shall co-ordinate all activities involving Junior Members.

### **Intermediate/Senior Training Officer**

The Intermediate/Senior Training Officer shall co-ordinate all training activities involving Intermediate, and Senior Members.

### **Media & Publications Officer**

The Media & Publications Officer shall be responsible for;

- All media press releases,
- The drafting / publication of external publications / posters.
- Publication of all Newsletters
- Any other publications deemed necessary

### **Events Officer**

The events Officer shall be responsible for the organisation and application of all fund-raising and social events held by the Club, by utilisation of other Officers, Committee Members, Members or associates/friends of the Club, as they are able.

### **Regional Representative**

The Regional Representative shall represent Bude SLSC at all Regional and National meetings and forums. They shall act as a point of contact between the Club and the Association.

### **Membership Secretary**

The Membership Secretary shall be responsible for all Club Memberships, under the guidance of the Bude SLSC Membership Guidelines.

**Sub-Committees;**

The Club Constitution and Rules will govern any sub-committee.

A Member of the Club Committee will chair any Sub-Committee.

A Sub-Committee shall co-opt its members as necessary to complete the function of that sub-committee, however should it be deemed necessary to 'Vote on' members of a Sub-Committee, then these 'Voted on' members must be Members of the Club.

Co-opted members of a Sub-Committee, can be non-members of the Club. However these co-opted members will have no formal voting rights. They may however express a point of view to the Chair, or to the Club Committee should a dispute arise.

Any Sub-Committee may get a consensus of opinion from its members at meetings in order to move their function forward, however should there be any disagreement or dispute over any decisions made by the sub-committee, then these disagreements should be referred back to the Club Committee for a decision.

The rules, personal duties and powers of any sub-committee, set to ensure their function, shall at all times remain under the control of the Club Committee.

**Finance**

The Club's bankers shall be decided at an Annual General Meeting, to whom shall be issued a copy of The Club Constitution and any such amendments thereto as shall be made from time to time. The Honorary Secretary and Treasurer shall be empowered to receive and acknowledge cash on behalf of The Club. An auditor shall be appointed at the Annual General Meeting each year to audit the books of the club. All monies received shall be banked in the name of The Club. The Treasurer of the Club shall sign all cheques which must be countersigned by another signatory who must be a named full Committee Member; i.e., Chair or Secretary. Such accounts must be certified by the president or the Chair for the meeting of the Committee at which the accounts are submitted.

The Nipper section will be responsible for the running of their own Finances and accounts, notwithstanding the requirement for the Nipper sub-committee shall present to the Club Committee a set of approved accounts which will be incorporated into the Club accounts for submission at the Charity Commission within ten (10) months after the Clubs financial year end.

**Conduct of Members / Discipline Procedures;**

Club Members should have respect for each other and for Club Equipment when used for training, competitions or free time use. Any Member dressed in Club kit, should act at all times in a manner which is appropriate and commensurate with the Rules of the Club.

The Club may, for any period or indefinitely, suspend from the privileges of membership or a particular class of membership or otherwise deal with or expel any member who violates the rules, by-laws or regulations of the Club or any resolution of The Club or is guilty of any act or conduct likely to injure or discredit The Club.

The conduct of all Members will be the subject as before-mentioned and also to all or any violations to the rules, by-laws, regulations and any resolutions of the Committee or Club Officials.

Any inappropriate behaviour which has caused discredit to the Club, or injured the Club in any way, or was likely to have done so, or any behaviour which is deemed by any of the Club Officers to be in breach of any rules, by-laws or regulations, or any resolutions of the Committee or Club Officials shall be dealt with by way of escalation;

- a) A warning which will be documented by the Club Captain, and which will remain in force for a period of six (6) months.
- b) A written warning, sent to the members postal address. (If member is under 18 years this will be to the parent or guardian). The Club Secretary will hold a copy of this warning. The Club Committee will be informed of such action.
- c) Temporary suspension – until a final course of action deemed necessary by the Club Committee.

These methods of dealing with inappropriate behaviour can either be in an escalating manner from a) to c), however if the behaviour challenged is of sufficient magnitude, the Club Officers may at their discretion opt for a higher level.

Any member subject to temporary suspension, or is likely to be expelled, shall have their case heard by a Disciplinary Committee, where a decision will be made. A Disciplinary Committee shall consist of at least three Club Officers and three other Committee members. Four shall constitute a quorum.

Any member desirous of appealing against a Disciplinary Committee decision must give notice of appeal within seven days of receipt of suspension or other sentence and such notice must be in writing. Such member shall have the right of appeal to a Judiciary Committee whose decision shall be final. The Judiciary Committee shall consist of five Officers of The Club and at least three members of the Club Committee. Six shall

constitute a quorum. The duties of the Judiciary Committee shall be to hear and give final judgement on any appeal which may be made by a member who has been dealt with by the Disciplinary Committee for any violation as above described. The findings of the Judiciary Committee must be unanimous and, pending the judgement of the Judiciary Committee, the member appealing shall remain subject to the decision made by the Disciplinary Committee.

### **Inshore Rescue Boat (IRB);**

Use of, and training involved with the Clubs IRB shall be under the guidance of Bude SLSC IRB Guidelines document.

### **Child Protection;**

A child is defined as a person under the age of 18 years (Childrens Act 1989).

The Club has a duty of care to safeguard all children involved in its activities from harm. All children have a right to protection and the needs of disabled children / adults and others who may be particularly vulnerable must be taken into account. The Club is committed to the safety and protection of all children involved in all its activities through adherence to child protection guidelines adopted by the association and its clubs.

We are committed to ensuring that:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All Club representatives who work with children will be recruited with regard to their suitability for that responsibility and will be provided with guidance and/or training in good practice and child protection procedures

- Working in partnership with children, their parents/carers and other agencies is key to promoting young people's welfare

**Good Practice Guidelines;**

To provide children with the best possible experience and opportunities in Surf Life Saving, everyone must operate within an accepted ethical framework, such as the Association CP Guidelines.

It is not always easy to distinguish poor practise from abuse. Therefore it is not the responsibility of the Club Members to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting them to the Clubs Child Protection Officer.

All Club Members should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- Treating all children equally, and with respect and dignity
- Always putting the welfare of each child first, before winning or achieving goals
- Maintaining a safe and appropriate distance with children (e.g. it is not appropriate for Club Members to have an intimate relationship with a child or to share a room with them)
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- Making the experience of Surf Life Saving fun and enjoyable; promoting fair play
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Children and their parents/carers should always be consulted and their agreement gained
- Keeping up to date with technical skills, qualifications and insurance in sport
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure you work in pairs
- Ensuring that if mixed teams are taken away, a male and female adult should always accompany them. However, remember that same gender abuse can also occur
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms



- Being an excellent role model – this includes not smoking or drinking alcohol in the company of children, unless at a specific social event.
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of children – avoiding excessive training or competition and not pushing them against their will
- Securing parental/carer consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment
- Keeping a written record of any injury that occurs, along with the details of any treatment given
- Requesting written parental/carer consent if a Club Member is required to transport children in their cars

## **Equal Opportunities**

The Club is committed to a progressive Equal Opportunities policy. It is aimed at ensuring equal treatment for all of us, irrespective of race, creed, colour, nationality, ethnic origin, age, religion or similar belief, political or other opinion affiliation, gender, gender reassignment, gender reassessment, sexual orientation, marital status, connections with a national minority, national or social origin, membership or non-membership of a trade union, or disability.

## **Disabled persons**

We are committed to ensuring that people with disabilities are supported and encouraged within the Club environment.

The Club envisage all Members, irrespective of their disabilities (if any), working together as equal Club Members and being equally rewarded for their commitment to the Club.

Should a member become disabled, whether through accident, illness or injury, every reasonable and practicable consideration will be given to ensure that they remain a member, so far as is justifiable and practicable.

## **Club Colours**

The Club colours shall be “Red and Yellow”.

A member ceasing to be a member of The Club is requested to remove his Club Badge from costume to which it may be attached.

All members wearing the Club Badge shall act as ambassadors to the Club.

## **Notice of Motion**

Every fully paid up member of The Club has the right to submit a notice of motion in writing to the Honorary Secretary which shall be placed on the agenda for the next general meeting. A notice may be served by The Club upon any member wither personally or by sending it through the post in a prepaid letter addressed to such a member at his registered place of address. Any notice sent by post shall be deemed to have been served on the day following that on which the envelope or wrapper containing the same is posted and in proving such service it shall be sufficient to prove that the envelope or wrapping containing the notice was properly addressed and put into the Post Office.

## **Proviso.**

In the event of anything occurring not within the scope of the Club Constitution and The Club Rules, the Committee may deal with the same at their discretion and their decision shall be binding upon The Club.

**Alterations to Rules.**

No alterations shall be made to these rules except by;

- A unanimous decision, made by all members of the Committee, or
- A resolution duly passed by a majority of the members present and voting at an Annual General Meeting, an Ordinary General Meeting, or an Extraordinary General Meeting of members.

Ten days notice in writing of any proposed alteration shall be given to all members.