



Club Procedure MARGOV006

Lifesaving Committee

Endorsement Date:	9 th November 2020
Guideline Topic:	Lifesaving Committee
Guideline Number:	MARGOV006
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1. Purpose and Background

- 1.1 To guide the Lifesaving Committee in conducting the Club's operations, recording and reporting its meetings; and
- 1.2 To guide the Club Captain as the Chairperson of the Lifesaving Committee regarding their responsibilities to conduct the Club's operations and record and report the committee's meeting outcomes.

2 Policy Statement

- 2.1 The Lifesaving Committee is responsible for the administration of all lifesaving services: including: patrols; training; compliance with the Annual Patrol Agreement; development of patrol groups and rosters; sanction of other activities and competitions; supervision of Junior Activities; award training and development; supervision of Youth Development; as well as general welfare and discipline of all active members.
- 2.2 Advance the lifesaving operations to meet the objectives of the Club's Strategic Plan.
- 2.3 The committee will also be responsible for the co-ordination of all awards training, skills development, and education of all categories of membership.

3. Applicability

- 3.1 This procedure applies to all members of the Marcoola Surf Life Saving Club. The responsibility of implementing this policy/procedure rests with the Lifesaving Committee under the supervision of the Board.



4. Statutory/Constitution/By-Laws Requirements

- 4.1 This procedure specifically relates to Section 33 of the Constitution; By-Laws 5.1.

5. Considerations

- 5.1 The Lifesaving Committee shall comprise the following members:
- 5.1.1 Director of Lifesaving (Club Captain) - Chairperson
 - 5.1.2 Vice Club Captain
 - 5.1.3 Patrol Captains
 - 5.1.4 Chief Training Officer
 - 5.1.5 Team Manager
 - 5.1.6 Surf Boat Officer
 - 5.1.7 Youth Development Officer
- 5.2 The Lifesaving Committee shall be responsible for:
- 5.2.1 Meeting the obligations of the Marcoola Surf Life Saving Club Patrol Agreement;
 - 5.2.2 Administration of all lifesaving services: including patrols; training; and competitions;
 - 5.2.3 Maintaining and improving lifesaving patrols and services;
 - 5.2.4 Conducting training, instructional and proficiency programs for members;
 - 5.1.5 Supervision of Junior Activities award training and development;
 - 5.1.6 Supervision of Youth Development;
 - 5.1.7 All competitive activities;
 - 5.1.8 Supervision of all Surf Boat crews and equipment;
 - 5.1.9 General welfare and discipline of all active members;
 - 5.1.10 Dealing with matters referred to it from the Board or Council;
 - 5.1.11 Making recommendations relating to lifesaving to the Board;
 - 5.1.12 Prepare and present a budget of anticipated expenditure and income to the Board for the March Board Meeting each year.
 - 5.1.13 The Club Captain shall have a discretionary spending limit as determined by the Board and as prescribed in the Policies and Procedures Manual (Procedure No. MARGOV004).



6. Procedures

- 6.1 To control and monitor the responsibilities listed above the Lifesaving Committee shall conduct a regular meeting on a monthly basis.
- 6.2 The Club Captain shall be the Chairperson of the meetings and in their absence the Vice Club Captain will assume the chair.
- 6.3 The Lifesaving Committee Agenda (Template TEMP014) for meetings shall be:
 - 6.3.1 Opening
 - 6.3.2 Attendances;
 - 6.3.3 Apologies;
 - 6.3.4 Disclosure of Interest;
 - 6.3.5 Declaration of Confidentiality;
 - 6.3.6 Confirmation of Minutes of Previous Meeting;
 - 6.3.7 Business Arising;
 - 6.3.8 Correspondence;
 - 6.3.9 Budget Issues;
 - 6.3.10 Strategic Plan;
 - 6.3.11 Reports;
 - 6.3.12 General Business;
 - 6.3.13 Next Meeting Date; and
 - 6.3.14 Closure of meeting.
- 6.4 The Lifesaving Committee shall report to the Board within seven days of their meeting on the required Minutes Template (TEMP009).
- 6.5 Draft Minutes are to be forwarded to all committee members for their approval and confirmation of correctness of the Minutes.
- 6.6 Once the Minutes have been approved, a signed copy should be forwarded to the Club Secretary for consideration of the next Board Meeting.
- 6.7 Resolutions or recommendations for consideration by the Board shall also be provided on the Cover Committee Report Template (TEMP010) and should include a rationale to support the resolution or recommendation.

