

PORT MACQUARIE SURF LIFE SAVING CLUB INC

JUNIOR ACTIVITIES SUB-COMMITTEE BY-LAWS

1. The Junior Activities Sub-Committee (the JASC) By-Laws shall be read in conjunction with the Constitution and By-Laws of the Port Macquarie Surf Life Saving Club Inc.
2. Where there is inconsistently with the Club's Constitution or By-Laws and the JASC By-Laws, the JASC By-Laws shall be deemed to be subservient to them.

3. OBJECTIVES AND FUNCTIONS OF THE JUNIOR ACTIVITIES SUB-COMMITTEE

- a. The JASC will assist in achieving the objects of the Club as set out in the Club's Constitution.
- b. The JASC is responsible for:
 - i. the coordination and conduct of all the junior activities of the Club
 - ii. developing and managing the Budget allocated to junior activities and any other financial delegation given to the JASC by the Club Management Committee
 - iii. assisting the Club Management Committee with junior registration process
 - iv. developing a program of junior activities for the season. Consultation with the Club's Management Committee must occur prior to the release of the program to members
 - v. conducting the Age Group Championships
 - vi. junior team selection for carnivals as required
 - vii. publishing the Junior Member Handbook. This includes an annual review of the contents of the Handbook prior to the commencement of each season. The Handbook must be available to all members prior to the commencement of the season
 - viii. chief carriage of any junior carnival at Port Macquarie, Flynn's Beach
 - ix. maintaining Standard Operating Procedures for junior activities. This includes an annual review of all Standard Operating Procedures prior to the commencement of the season
 - x. any activities delegated to the JASC as per Section VI(1)(e) of the Club's Constitution

- xi. organisation of the end of season Junior Presentation
 - xii. determining the Awards for the Junior Presentation. The JASC must liaise with the Awards Sub-Committee prior to finalising the Award recipients, and
 - xiii. to assist the Club Management Committee to develop and implement the sponsorship/fundraising strategy.
- c. The JASC may cooperate with fellow SLS clubs, community associations and supporters for promotion of Club activities.

4. JUNIOR ACTIVITIES SUB-COMMITTEE MEMBERSHIP & DUTIES

- a. The JASC shall consist of the Chair of the Junior Activities Committee, Deputy Chair (x2), Secretary, Treasurer, Gear Steward, Competition Manager (for Juniors), Beach Superintendent, Deputy Superintendent, and Age-Group Manager Representative.
- b. The JASC shall appoint Club members to assist the JASC with their duties. All positions will be advertised to Club members. Such appointments may include, and are not limited to, Water Safety Coordinator, Age Group Managers, Publicity Officer, March Past Team Selector, Attendance Officer, Recorder/s and any others that may be required from time to time as determined by the JASC.
- c. The JASC will act in accordance with the Section 5 of the Club Constitution.
- d. Five (5) shall form a quorum of the JASC.
- e. A member of the JASC shall cease to hold office upon resignation in writing, removal as a member of the Club, or regular (at least three successive) absences from meetings of the JASC without approval.
- f. A member must return all documents to the JASC within 14 days of the person ceasing to be a member of the JASC.
- g. Any casual vacancy on the JASC shall be filled by a member appointed by the JASC, with the exception of the JASC Chairperson. The JASC Chairperson will be appointed as per the Club's Constitution and By-Laws.
- h. In cases of temporary absence, each JASC member is replaceable by their deputy, their assistant or their designated proxy.
- i. Members of the JASC shall hold office from the Junior Activities Annual Meeting at which they are elected until the election of JASC members at the next Junior Activities Annual Meeting.

- j. The JASC shall provide for the nomination and election of the JASC members and such other positions as are required for the proper management of junior activities and attainment of the objects of the Club.
- k. The JASC shall meet as often as necessary to conduct the business of the Club but at least once a month during the junior season and as required in the off-season. The date, time and place of the monthly meeting shall be notified to members by email, and notice placed on the Club website and Clubhouse noticeboard. Any member is entitled to attend a JASC meeting. However, only JASC members have the right to vote at a JASC meeting.
- l. Notice of meetings other than the regular monthly meeting shall be given by the Secretary of the JASC to all members of the JASC at least seven (7) days before the day of the meeting unless such notice has been waived by the full JASC.
- m. The JASC may function validly provided its number is not reduced below the quorum. Should the Sub-Committee numbers fall below the quorum the JASC and/or the Club Management Committee may act only to increase JASC membership or call a General Meeting to ensure that the JASC responsibilities are fulfilled.
- n. Two (2) members of the JASC shall be the delegates of the Club at each Junior Activities Committee (JAC) Branch meeting. The delegates may not necessarily be the same Committee members each time and shall be determined by the JASC on the basis of availability and the agenda of the JAC Branch meeting.
- o. Prior to any JASC meeting, the JASC will ask each of the Support Positions whether there are any issues to be added to the JASC meeting agenda and if an issue is raised the JASC will add it to the agenda of that meeting.
- p. The JASC can request a report from the Club Registrar or Merchandise Officer and/or invite them to the JASC meeting. If requested, the Club Registrar and/or Merchandise Officer will provide a report relevant to their responsibilities.
- q. Motions arising at any meeting of the JASC shall be decided by simple majority of votes, and determination by a majority of the members of the JASC present shall for all purposes be a determination of the JASC. The Chairperson may exercise a casting vote. The Chairperson does not have a deliberative vote.
- r. No business shall be transacted by the JASC unless a quorum is present. If a quorum is not present within 30 minutes of the time appointed for the meeting, the meeting stands adjourned to the same place and at the same hour of the same day in the following week. If a quorum is not present within

30 minutes of the time appointed for the adjourned meeting, the meeting shall be abandoned except as provided by paragraph 4(k).

- s. A JASC member shall declare their interest in any contractual, selection, disciplinary or other matter in which a conflict of interest arises or may arise, and shall absent themselves from discussions of such matters and shall not be entitled to vote in respect of such matter. In the event of an uncertainty as to whether it is necessary for a JASC member to absent themselves from discussion or refrain from voting, the issue should be immediately determined by vote of the JASC, or if this is not possible, the matter shall be adjourned, deferred or referred to the Club's Management Committee for decision.
- t. If the JASC believes that they cannot fulfil their responsibilities due to lack of assistance from Club members, the JASC may refer the matter to the Club Management Committee for discussion and the Club Management Committee and JASC are to develop a joint strategy to address the issue.

5. RULES OF DEBATE

- a. The rules of debate will be in accordance with the Club By-Laws.

6. COMMITTEE MEMBERS RESPONSIBILITIES

- a. Chair of Junior Activities Sub-Committee shall
 - i. Be responsible for all activities involving Nippers
 - ii. Chair the Junior Activities Sub-Committee; and
 - iii. Ensure Nippers and members of the Junior Activities Sub-Committee are aware of their duties as defined and that they are carried out in accordance with the Club rules, as well as the Junior Activities Sub-Committee by-laws.
- b. The Deputy Chair (x2) shall
 - i. Support the Chair of the JASC
 - ii. In the absence of the Chair, represent the Club and carry out their duties.
- c. The Secretary shall
 - i. be responsible for the general administration of the JASC
 - ii. issue notice of meetings of the JASC as required

- iii. take minutes of all meetings of the JASC and provide a copy of the minutes, attendees and resolutions to the Club Secretary in a timely manner
- iv. coordinate input for “Nipper Mail”
- v. coordinate the annual review of the Junior Member Handbook and JASC Standard Operating Procedures

d. The Treasurer shall

- i. as soon as practical after the AGM, develop a Budget with the JASC and present it to the Finance Sub-Committee
- ii. be responsible for the implementation and management of the JASC Budget throughout the year and JASC Bank Account
- iii. keep a record of receipts and expenditure
- iv. receive and bank all funds and issue receipts for monies received
- v. pay such accounts and make such payments as have been authorised by the JASC and/or Club Management Committee in a timely manner. Payments shall be made only by cheque or Internet Banking signed by (2) two of the JASC signatories
- vi. submit a financial report at the regular meeting of the JASC
- vii. assist the Club Treasurer to prepare the Annual Financial Statement
- viii. be a member of the Finance Sub-Committee
- ix. make recommendations to the Finance Sub-committee regarding purchase of items for junior activities that are not within the agreed budget

e. The Gear Steward (Junior) shall

- i. support and work with the Club’s Gear and Maintenance Officer as required
- ii. be responsible for the maintenance, upkeep and distribution of the gear and equipment in the possession of the JASC
- iii. work closely with the JASC Treasurer to develop a priority listing for purchase, sale and repair of equipment
- iv. coordinate the availability of competition equipment and transport of that equipment to and from competition

- v. provide a list of assets in the possession of the JASC to the Club Gear and Maintenance Officer at the time of the annual register update as well as updating the register throughout the year as required
- f. The Beach Superintendent shall
 - i. have control of beach activities and conduct on the beach and other Beach Officials shall follow his directions and instruction
 - ii. with the consent of the Patrol Captain, have the discretion to determine if the water is safe for each age group to compete in water events but before doing so must consult the Water Safety Co-ordinator
 - iii. in the absence of the Beach Superintendent the duties shall be undertaken by the Deputy Superintendent or their nominee
 - iv. communicate with the JASC Chairperson or JASC member, if the Chairperson is absent, about decisions made
- g. The Deputy Beach Superintendent shall
 - i. Support the Beach Superintendent
 - ii. In the absence of the Beach Superintendent, carry out the Beach Superintendent duties
- h. Age Group Manager Representative/Coordinator shall
 - i. disseminate information to Age-Group Managers about JASC decisions relating to Age-Group Managers and shall bring issues raised by Age-Group Managers to the JASC for discussion and decision
 - ii. be responsible for briefing Age-Group Managers at training days and carnivals, or in their absence, organise a replacement person to undertake this task
 - iii. implement policies to ensure that all age-groups at training days and carnivals have an Age-Group Manager responsible for the age-group
 - iv. work with the JASC and Head Coach to develop and implement the JASC's training strategy
- i. The Competition Manager (Junior) shall
 - i. support and work with the Club's Competition Manager as required

- ii. be responsible for disseminating information about junior competitions, including entry details
- iii. coordinate selection of junior teams, submit and record all entries for junior carnivals, and if necessary, travel and accommodation associated with competition
- iv. submit competitions entries, including names of officials, for all Surf Life Saving events being entered by junior members
- v. attend junior carnivals, or organise a delegate, to assist in the Club participating in the junior competition
- vi. record results and pass any junior competitions results to the Publicity Officer as soon as possible post-event

7. SUPPORT POSITIONS

- a. The Publicity Officer shall
 - i. promote the Junior Activities in all ways possible in the media as well as among members and the general community
 - ii. keep the Club's Event and Publicity Officer (or the Club Secretary in their absence) informed of any media releases and work with the Club's Event and Publicity Officer as required
- b. The Head Coach (Juniors) shall
 - i. put in place skill and fitness development programs for junior members
 - ii. seek assistance of any member with necessary qualifications, skills, experience and/or interest in specific aspects of skills and or fitness training
 - iii. provide advice to Gear Manager regarding the acquisition and maintenance of craft and equipment necessary for training or competition
 - iv. work closely with the Club Head Coach to develop a coordinated training strategy
- c. The Water Safety Coordinator shall
 - i. ensure that adequate water safety is provided

- ii. ensure that water safety is provided in accordance with Surf Life Saving Regulations.
- d. The Age Group Managers shall
 - i. manage and be responsible for their respective age-groups
 - ii. ensure that only children who are financial participate and only allow those children who have completed their proficiency to participate in water events
 - iii. organise a replacement Age Group Manager if they will be absent on any particular day and to inform the Age Group Manager Representative/Coordinator who the replacement is, or that no replacement could be organised
- e. The March Past Team Selector shall
 - i. Advertise each year for members to try out for the march past team
 - ii. at the beginning of the each season select march past teams
 - iii. be responsible for their training and organisation
 - iv. be responsible for all team equipment, uniforms
 - v. ensure that one trained march past team is available for each carnival
- f. The Recorders shall accurately record and keep the result of all competition events including Club Age Championships.
- g. The Attendance Officer shall
 - i. Be responsible for keeping accurate records of junior membership (whether juniors are financial and/or proficient) and to provide an updated spreadsheet to Age-Group Managers prior to Sunday. This will include liaison with the Club Registrar to obtain updated information
 - ii. Record attendance records provided by Age-Group Managers

8. GRIEVANCE AND ISSUES HANDLING

- a. Grievances and issue handling will be in accordance with the Club's Grievance and Issues Handling Policy.

9. ANNUAL MEETING

- a. The JASC shall convene an annual meeting to report on the previous Junior Season and elect members for the JASC.
- b. The annual meeting will occur prior to the Club's Annual General Meeting but must after the end of the Junior Activities season.
- c. A member of the Club's Management Committee will Chair the annual meeting.
- d. The quorum for the annual meeting shall be 20 members who are financial and entitled to vote.
- e. If a quorum is not present or if there are no nominations for a JASC Chairperson, the annual meeting shall be adjourned to a time and place prior to the Club's Annual General Meeting and all members shall be given at least 2 weeks notice of that meeting.
- f. Should a quorum not be present within 30 minutes of the time set for commencement of the adjourned annual meeting, the members present shall constitute the quorum.

10. VOTING ELIGIBILITY FOR ANNUAL MEETING

- a. Those entitled to vote at the annual meeting for the JASC include life governors, life members, long service members, active members, award members, cadet members and associate members that are the carer/guardian of a financial junior activities member.
- b. Members must be financial as at the date the annual meeting is held.

11. SUB-COMMITTEE NOMINATION & VOTING PROCESS AT THE ANNUAL MEETING

- a. Any member of the Club, over the age of 18, can nominate for a position on the JASC.
- b. Nominations for JASC, with the exception of the Age-Group Manager Representative/Coordinator, shall
 - i. be in writing, signed by two (2) financial members and the nominee and delivered to the Club Secretary at least 7 days before the annual meeting
 - ii. an election by ballot shall take place if the number of written nominations exceeds the number required for any office. If the number of nominations equals the number required, the nominees still requires a majority vote to be elected.

- iii. if a nomination in writing is not received prior to the annual meeting the Chair shall call for nominations from the floor. Nominations at the meeting shall be subject to the consent of the nominee. An election by ballot shall take place if the number of nominations from the floor exceeds the number required for any office. If the number of nominations equals the number required, the nominee still requires a majority vote to be elected.
- iv. voting shall be a show of hands unless the Chair or three (3) members present demand a secret ballot.
- v. unless a secret ballot is demanded, a declaration by the Chair that a motion has on a show of hands been carried, or carried unanimously, or carried by a particular majority, or lost. An entry to the effect in the minutes of the meeting shall be conclusive evidence of the fact, without proof of the number of votes recorded in favour of or against the resolution. The demand for a secret ballot may be withdrawn.
- vi. where voting at the annual meeting is equal the Chair may exercise a casting vote. The Chair does not have a deliberative vote.
- vii. the Age Group Manager Representative/Coordinator will be elected by Age-Group Managers prior to the commencement of the season