

Southbourne/Bournemouth Surf Life Saving Unit

Club Rules

SECTION 1 MEMBERSHIP

Any person may apply for membership as a non-active member. An active member of the club will be subject to a 6 months probationary period (which must include at least 1 month of the summer season). At any time during this period, they may be asked to resign by the Committee, the Committee need not give a reason for this request. Should their membership have run for more than 7 months without any correspondence from the Committee, they can assume their probationary period has been completed. All members over the age of 18 must complete a child protection questionnaire and consent to a criminal record check (as specified by SLSGB).

Classes of Membership

Senior Members are those who are 18 years of age or over.

Youth Members are those members under the age of 18 (but not Nippers). They are unable to vote but would be able to become a Committee Member (other than an Executive post) but on the understanding that they are able to give their opinion but not vote.

Please note:- Youth membership fees apply to members under 18 on 1st January. This is in line with SLSGB age categories.

Nipper members are those members who fall into the 'Nipper' age group as specified by the SLSGB. They are unable to become Committee members.

The following special rules apply to Nippers and Youth :-

- a. They must obtain their parent's or guardian's written permission to join the Club before applying for membership.
- b. They must complete a form indicating the actions to be taken should they be injured during Club activities.

Active Membership.	An Active Member shall be a member who carries out beach patrols, beach duties and takes part in training. They shall be an Active Member of Surf Life Saving Great Britain. Active membership is only granted with approval of the Committee.
Honorary Member	Paid-up members wishing to propose someone for Honorary Membership shall submit that person's name to the Committee. If Membership is approved, such membership shall be for one season only.
Life Honorary Membership	As for Honorary Membership with the exception that such membership shall be for life.
Associate Membership	Associate members will be members of like minded organisations who wish to join the Club in training. They will not be able to patrol or represent the club at National Competitions or higher. They must complete the Club's application forms and the application is approved by the Club Captain and one other Officer. They shall not be entitled to vote.

All membership activities within the Club shall be within the bounds of the specific Surf Life Saving Great Britain membership. A definition of this can be obtained from Surf Life Saving Great Britain (Certificate of Insurance). All members are responsible for familiarising themselves with these conditions.

Friends and visitors

A member may invite a friend into the Club premises with the permission of the Captain or acting Captain. Both the host member and the friend must sign the visitor's book each day. The introducing member shall be responsible for his visitor. Examiners and Officers of Surf life Saving Great Britain and Wessex Region are the responsibility of the Officers of the Club present and need not 'sign in'.

Membership fees

Membership fees shall fall into one of the following categories. Senior (over 18), Youth, Nipper, Supporter, Family and Associate Membership fees. The membership fees shall be fixed at the Annual General Meeting.

Family membership:- The club offers a 'discount' for families. This will equate to a single fixed fee plus all the costs of SLSGB memberships paid out by the club for those family members who wish to be 'active'. A family is defined as parents and children, it does not include cousins etc.

Membership Fees must be paid by the 31st March. Any member whose subscription remains unpaid by the 30th April shall not be entitled to use the Club premises or equipment until the appropriate subscription has been paid.

Register of Members

A register of members shall be kept by an appointed person.

It is the responsibility of all members to notify the Secretary of any change of address.

Suspension of Membership

A member who is negligent with the property of the Club, who conducts him/herself in a manner which may bring the Club into disrepute or is guilty of any other form of indiscipline may be suspended by the Club Captain or Vice Captain. The suspension will automatically follow the appeals process unless the member requests, in writing to the Secretary, that they do NOT wish to do so.

Appeals Process

The member who is making the appeal shall notify the Secretary, in writing, that he/she wishes to appeal. They will then be invited to make their appeal before the next Committee meeting and will be given not less than 7 days notice of that meeting. Should a Committee meeting already have been arranged less than 7 days from the date of the commencement of the appeal process, the member will be given the option of appealing at that or the subsequent meeting. At the Committee meeting the member shall present a written or verbal appeal to the Committee before the decision is made (should that member be under 18 years of age a parent/guardian must be present and can make the appeal on behalf of the member). The Committee (which must have a quorum) shall then vote on the appeal. The agreement of two-thirds of the Committee present shall be necessary in order to uphold the suspension.

Child Protection

Any member of the club who is over the age of 18 must consent to a Criminal Record Check as laid down by SLSGB.

The Committee shall appoint a Child Protection Officer who shall be responsible for collating the Criminal Record Checks. He/She must be approved by SLSGB and must treat all information as strictly confidential.

Should any checks be returned with a positive result, the Child Protection Officer will contact the member and if necessary immediately suspend their membership. Should the Child Protection Officer believe that any record might conflict with the responsibilities of that member they will be asked to resign.

If the member disagrees with the Child Protection Officer, they may appeal to the Full Committee (voting members only) or the Club Executive Committee (the member can chose which) on the understanding that their record will have to be made known to those present. The decision of this meeting will be final. Minutes from this meeting will be held by the Child Protection Officer. The Club's Child protection policy shall also conform to any rules of SLSGB.

Chairman

The Chairman shall be responsible for Chairing all meetings with the exception of the AGM when the Chair shall be offered to the President.

Vice-Chairman

The Club Vice-Chairman shall have the full authority and responsibility of the Club Chairman in the absence of the latter.

Secretary

The Secretary is responsible to the Committee for:-

- a. General administration of the Club and its activities.
- b. That reports and returns are properly recorded.
- c. Sending notices of meetings in good time as detailed in the Constitution and rules of the Club.
- d. Keeping minutes of General meetings and Committee meetings and seeing that minutes are kept of sub-committee meetings. A Minutes secretary can be appointed for this purpose with agreement of the Committee

Membership Secretary

The membership secretary is responsible for maintaining a record of all those who have paid their membership and to ensure that their SLSGB membership is forwarded in good time.

Treasurer

The Treasurer is responsible to the Committee for:-

- a. All moneys belonging to the Club which have been handed to him.
- b. The production of the annual audited accounts.

To meet day to day needs, the Treasurer may spend up to £20 on behalf of the Club without prior reference to the Committee. Moneys being passed through the Club account for a specific purpose such as Membership of Surf Life Saving Great Britain and the purchase of Lifeguard uniform etc. may be forwarded without prior reference to the Committee.

In an emergency he/she may, with the approval of the Chairman and one other Officer of the Club, spend more than £20 without prior reference to the Committee. All expenditure made without prior reference to the Committee shall be reported at the next meeting.

Club Captain

The Club Captain shall have charge of the day to day training, patrolling, and organisation of the Club's life saving activities as approved by the Committee. He/she shall frame such rules as are necessary for this purpose and for the achievement of the aims of the Club. The Club Captain's rules, temporary or permanent, shall be binding upon all members unless and until over-ruled on appeal to the Committee.

In addition to the foregoing general responsibilities, the Club Captain shall pay particular regard and be responsible to the Committee for:-

- a. The efficiency, regularity and discipline of beach patrols.
- b. The Supervision of Training of individual members and of teams of members in a systematic and thorough manner to set standards.
- c. The Keeping of a log of beach occurrences (i.e. Patrol Reports). This log shall record the date and time of commencement and the end of all beach patrols, and all incidents. The log shall always be open for inspection by any member of the Committee or registered member of the Club.
- d. Inform the Secretary at the earliest moment of incidents so that these can be recorded and the true facts are available immediately to the Press if required.

Club Vice-Captains

The Club Vice-Captains shall have the full authority and responsibility of the Club Captain in the absence of the latter.

Gear Steward

The Gear Steward shall be responsible to the Club Captain, except in matters of policy for which he shall be responsible to the Committee for:-

- a. Informing the Club Captain and the Secretary immediately he/she becomes aware of any loss or serious damage to equipment.
- b. The arrangement for the orderly issue, return and storage of Club equipment.
- c. The arrangements for reporting damage, un-serviceability and loss.
- d. The arrangements for maintenance, repair or modification of equipment.
- e. Keeping a register of all gear. This Register of Equipment shall include, for every item, a description, where it is stored, its origin, its maintenance, repair and modification history and its disposal. The Register of equipment shall always be open for inspection by any member of the Committee.
- f. An inspection of all gear, weekly during the working season, and if possible bi-monthly during the winter. He/she is to sign a special page in the Register of Equipment to the effect that all equipment has been inspected, noting whether the items are serviceable or not.
- g. Reporting at every general meeting and Committee meeting on the state of equipment.

Club Executive Committee.

The Executive Committee of the Club shall consist of at least 3 of the following:-

Club Chairman

Club Vice Chairman (if the Chairman is un-contactable).

Club Secretary

Club Treasurer

Club Captain

The Executive Committee shall have the authority to make any decision with full powers of the Committee. These decisions must be reported at the next Committee meeting.

SECTION 3 EQUIPMENT

Issue

Equipment may only be issued to registered members of the Club at the discretion of the Club Captain or Patrol Captain. On returning the gear, the member must record any defects.

Any Senior Member wishing to draw equipment for other than Club duty use must obtain permission first from the Committee. Should such permission be granted, members use the specified equipment at their own risk.

Equipment provided to the Club by an outside body may be donated with the provision that it is made available to like minded organisations as required.

Modification

No equipment may be modified or used for an abnormal purpose without the authority of the Committee.

Storage, Inspection and Maintenance.

These and similar matters are dealt with under Duties of Club Officers.

SECTION 4 PREMISES & PATROLLING

Club Premises.

Club Members may only use the Club premises during normal training and patrolling hours unless they are being supervised by a member who has been given permission to use the premises outside of these times by the Committee. All Officers of the Club will have been deemed to have been given such permission automatically.

If the Club Premises is being used by a third party, it will be deemed 'closed'.

Patrolling

A member may only patrol if they meet one of the following criteria:-

- 1) He/she is over 14 years of age and holds a minimum of 'Emergency Aid I'.
- 2) He/she is over 16 before the end of July and has completed the EAI part of their lifeguard award.
- 3) He/she is over the age of 18 (subject to Club Captain's approval).

IRB

The IRB may only be launched by the following crew combinations:-

- 1) Qualified Driver & Qualified Crew
- 2) Qualified Driver & Trainee Crew
- 3) Qualified Driver & Trainee Driver
- 4) Trainee Driver & Trainee Crew (with the Club Captain or an IRB Instructor's permission).
- 5) Qualified Driver & any other person (subject to Club Captain's approval).

Trainee crew must be over 15 and hold 'Surf Competence' or higher.

Trainee drivers must be over 16 and hold 'Surf Competence' or higher.

SECTION 5 ADMINISTRATION

Notice and Conduct of Meetings

At least fourteen (14) days notice in writing to all entitled to attend or be represented shall ordinarily be required for convening ordinary general meetings and seven (7) days for Committee meetings. Notice of sub-committee meetings shall be as arranged by the Chairman of the sub-committee to the satisfaction of the members.

Club Colours, Stationary and Badges

The Club colours are NAVY and WHITE.

Only such badges and insignia as may be authorised by the Committee may be worn on beach patrol uniform. Members who leave the Club are required to remove all Club insignia and submit a formal notice of resignation to the Club Secretary.

Insurance

The Committee is responsible that public liability and personal accident insurance is taken out.

Club Rules

A copy of the Club Rules and Club Constitution shall be available:-

- a. At all times on Club premises.
- b. To all new members on request.
- c. On the web site.

In the event of anything occurring not within the scope of these rules, the Committee may deal with the matter at their discretion and their decision shall be binding upon the Club.

Amendments to these may only be made at General Meetings (Annual, Ordinary or Extraordinary) following upon due notice (in good time) of the proposed alteration or amendment and accepted by a simple majority of those eligible to vote. The exception to this rule is for changes required to gain charitable status. These changes can be made at a Committee meeting but must be ratified at the next General Meeting.

Nothing in these rules shall be deemed to prevent a member from using his/her initiative in an emergency. The aim of the Club "To save life....." is paramount.