



**DICKY BEACH SURF LIFESAVING CLUB**  
**PROCEDURE NO. GOV009**  
**OPERATIONS OF THE**  
**YOUTH DEVELOPMENT COMMITTEE**

**Document Control**

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|-------------|----------------|--------------------------------------|---------------|
| 23.04.2017  | 1              | Initial Introduction of Procedure    | Secretary     |
| 29.04.2019  | 2              | Reflective of change in constitution | Secretary     |
| 25.05.2019  | 3              | Annual review of policies            | Secretary     |
|             |                |                                      |               |
|             |                |                                      |               |
|             |                |                                      |               |

**1. Purpose and Background**

- 1.1 To guide Youth Development Committee in conducting, recording and reporting its meetings; and
- 1.2 To guide the Youth Development Officer regarding their responsibilities to conduct, record and report meeting outcomes.

**2. Policy Statement**

- 2.1 The Youth Development Committee shall administer and co-ordinate all operational and planning for youth members, ensuring optimal outcome for them.

**3. Applicability:**

- 3.1 This procedure applies to all members of the Dicky Beach Surf Life Saving Club. The responsibility of implementing this policy/procedure rests with the Youth Development Officer under the supervision of the Board.

**4. Statutory/Constitution/By-Laws Requirements**

- 4.1 This procedure specifically relates to Section 32 of the Constitution; By-Law 5.5.

**5. Considerations**

- 5.1 The Youth Development Committee shall be responsible for:
  - 5.1.1 Promoting and delivering development programs, mentoring programs and other activities for youth members;



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- 5.1.2 Promoting and identifying suitable youth members' participation in development camps and leadership programs and camps;
- 5.1.3 Assisting club officers, particularly JAC officers to enhance recruitment and retention and the transition of youth members through the club;
- 5.1.3 Identifying innovative activities to enhance the recruitment and retention of youth members;
- 5.1.4 Implementing and regularly reviewing youth recruitment and retention programs within the Club;
- 5.1.5 Educating and ensure all members of the club comply with the Child and Youth Risk Management Strategy and all Codes of Conduct;
- 5.1.6 Educating all members regarding the importance youth members play within the Club;
- 5.1.7 Encouraging youth members to become involved in fundraising and community engagement activities;
- 5.1.8 Encouraging youth members to take on leadership roles within the Club;
- 5.1.9 Disseminating all youth related information to all members; and
- 5.1.10 Dealing with matters referred to it from the Board or Council, Lifesaving Operations Committee and Surf Sports and Competition Committee.

**6. Procedures**

- 6.1 To control and monitor the responsibilities listed above the Youth Development Committee shall conduct a regular meeting on at least a quarterly basis.
- 6.2 The Youth Development Officer will be the Chairperson for meetings and in their absence, a vote will occur to elect the Chairperson of that meeting.
- 6.3 The Youth Development Committee Agenda (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;



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- 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 Youth Development 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 (TEMP010) and should include a rationale to support the resolution or recommendation. This includes but is not limited to:
  - 6.7.1 Identification of members suitable to attend leadership and development course;
  - 6.7.2 Budget approvals;
  - 6.7.3 Equipment needs; and
  - 6.7.4 Current activities designated in the Strategic Plan.
  
- 6.8 Dissemination of Youth Development information shall be through the Club Administrator by electronic and social media platforms used by the Club.

**Authority**

John Scott  
President