



**DICKY BEACH SURF LIFESAVING CLUB  
PROCEDURE NO.ADM001  
RENEWAL OF MEMBERSHIP**

**Document Control**

**Version Control**

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23 April 2017	1	Initial Introduction of Procedure	Secretary
20 October 2017	2	Review of document undertaken	Secretary
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**1. Purpose and Background**

1.1 To guide the members on how to apply for renewal of membership.

**2. Policy Statement**

2.1 Members wishing to continue their membership of the Club must annually apply for renewal of membership. The Club encourages electronic renewal.

**3. Applicability:**

3.1 This procedure applies to all renewing members of the Dicky Beach Surf Life Saving Club.

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

4.1 This procedure specifically relates to clauses 13.4, 16.3 and 16.4 of the Constitution; By-Law 1.12 and SLSQ Administration Guide Chapter 2 (Membership Services)

**5. Considerations**

5.1 The Registrar, Junior Registrar and Administrator will be responsible for:

5.1.1 Ensuring the renewal of membership is completed in the appropriate manner as dictated by the SLSQ Guide; and

5.1.2 Assisting members in completing their renewal of membership when required.

**6. Procedures**

6.1 SLSQ renewal of membership can be undertaken in both electronic or hard copy form.

6.2 The Club requests members to use the current electronic method provided by the Lifesaving Online website: <http://www.lifesavingonline.com.au>.



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- 6.3 Members will need to have or create a portal account on the SLSA Members portal, creating a user identification name and password.
- 6.4 To renew, members accessing the online service, enter their user identification and password and follow the prompts provided. Should members have any difficulty in accessing the online service, the system has a help mechanism, which members are first encouraged to access.
- 6.5 Should a member not be able to rectify their problem, contact should be made with the Club Administrator who will assist the member in completing their renewal.
- 6.6 Should the Club Administrator not be in a position to assist the member, the member will be referred to the Registrar or Junior Registrar (depending upon the area of membership) who will ensure the renewal is completed.
- 6.7 Should a member not have access to the internet, the member may complete the renewal on a hard copy form.
- 6.8 The hard copy form is available from the Administration Office and is to be completed by the member for registration by the Registrar on the membership electronic data base.
- 6.9 Renewal of membership will not be accepted unless accompanied by the nominated membership fees.
- 6.10 Following the completion of the renewal of membership, the Registrar is to submit all renewals for approval by the Life Saving Committee.
- 6.11 Following the approval by the Life Saving Committee, the Club Captain will ensure all applications are forwarded for endorsement by the Board.

**Authority**  
John Scott  
President