



**DICKY BEACH SURF LIFESAVING CLUB
PROCEDURE NO.GOV006
LIFESAVING COMMITTEE**

Document Control

Version Control

Date	Version	Details	Author
23.04.2017	1	Initial Introduction of Procedure	Secretary
30.03.2018	2	Change to Club Captain attending Board meetings now a Board member	Secretary
25.05.2020	3	Annual review of policies	Secretary

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; first aid and equipment; compliance with the Annual Patrol Agreement; development of patrol groups; IRB operations; communication operations; mobile and vehicle operations; gym operations; gear and equipment resourcing; sanction of other activities and competitions; supervision of Junior Activities; award training and development; supervision of Youth and Cadet 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 It 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 Dicky Beach 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 32 of the Constitution; By-Laws 5.1 and 5.2.



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5. Considerations

- 5.1 The Lifesaving Committee shall be responsible for:
- 5.1.1 Meeting the obligations of the Dicky Beach Surf Life Saving Club Patrol Agreement;
 - 5.1.2 Administration of all lifesaving services: including patrols; training; and first aid and equipment;
 - 5.1.3 Maintaining and improving lifesaving patrols and services;
 - 5.1.4 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 and Cadet development;
 - 5.1.7 General welfare and discipline of all active members;
 - 5.1.8 Dealing with matters referred to it from the Board or Council; and
 - 5.1.9 Making recommendations relating to lifesaving to the Board.

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;



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- 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. This includes but is not limited to:
 - 6.7.1 Membership endorsements and resignations;
 - 6.7.2 Training courses;
 - 6.7.3 Proficiency programs;
 - 6.7.4 Budget approvals;
 - 6.7.5 Equipment needs; and
 - 6.7.6 Current activities designated in the Strategic Plan.
- 6.8 Dissemination of lifesaving information shall be through the Club Administrator by electronic and social media platforms used by the Club.
- 6.9 To monitor the progress of obligations of the Patrol Agreement, the Life Saving Committee shall instigate an electronic matrix ongoing reporting system, which shall be available for viewing by the Board and club members.

Authority

John Scott
President