



**DICKY BEACH SURF LIFESAVING CLUB  
PROCEDURE NO. GOV007**

**SURF SPORTS & COMPETITION COMMITTEE**

**Document Control**

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23.04.2017	1	Initial Introduction of Procedure	Secretary
29.04.2019	2	Reflecting change of Board make up	Secretary
25.05.2020	3	Annual review of policies	Secretary

**1. Purpose and Background**

- 1.1 To guide the Surf Sports and Competition Committee in conducting, recording and reporting its meetings; and
- 1.2 To guide the Surf Sports Officer as the Chairperson of the Surf Sports and Competition Committee regarding their responsibilities to conduct, record and report meeting outcomes.

**2. Policy Statement**

- 2.1 The Surf Sports and Competition Committee shall administer and co-ordinate all operational and planning aspects of competition activities and resources for the competition needs of all members, including coaching, training and development.

**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 Surf Sports and Competition 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-Law 5.3.

**5. Considerations**

- 5.1 The Surf Sports and Competition Committee shall be responsible for:
  - 5.1.1 Promoting involvement of members in surf sports activities;
  - 5.1.2 Coordination of training and coaching programs for members;



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- 5.1.3 Identifying the needs and requirements of athletes to enable them to reach their full potential;
- 5.1.4 Identifying and negotiating the employment of coaches in conjunction with the Board;
- 5.1.5 Monitoring and reviewing coaches' performances on an six monthly basis;
- 5.1.6 Conducting and coordinating Club Championships;
- 5.1.7 Recruiting and developing officials ensuring officials/competitors ratios are within the required guidelines;
- 5.1.8 Identifying and recommending resource purchases for surf sports, in line with budgetary constraints;
- 5.1.9 Coordinating, recommending and monitoring Club Bursaries and Subsidies;
- 5.1.10 Coordinating and monitoring officials, IRB drivers, IRB crewpersons, and assessors ensuring appropriate education, numbers and qualifications are maintained;
- 5.1.11 Disseminating surf sports information to all members;
- 5.1.12 Dealing with matters referred to it from the Board or Council; and
- 5.1.13 Making recommendations relating to surf sports to the Board.

**6. Procedures**

- 6.1 To control and monitor the responsibilities listed above the Surf Sports and Competition Committee shall conduct a regular meeting on a monthly basis.
- 6.2 The Surf Sports Officer shall be the Chairperson of the meetings and in their absence, a vote will occur to elect the Chairperson of that meeting.
- 6.3 The Surf Sports & Competition 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;



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- 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 Surf Sports and Competition 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 Subsidies;
  - 6.7.2 Coaching recommendations;
  - 6.7.3 Official related issues;
  - 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 surf sports information shall be through the Club Administrator by electronic and social media platforms used by the Club.

**Authority**

John Scott  
President