



Elouera Surf Life Saving Club Incorporated

Club House, Mitchell Road, Elouera, NSW 2230

P.O. Box 46, Cronulla, NSW 2230

Email: elouera@bigpond.net.au

Web: www.elouera.com

www.eloueranippers.com

Phone: 02 9523 7295

Fax: 02 9544 4398

RULES

OF

JUNIOR DEVELOPMENT COMMITTEE

“ELOUERA SHARKS”

Original Rules – June 20, 1968
Recorded on computer – August, 2001
Updated - 2008
Updated - August 2010

TABLE OF CONTENTS

1. CLARIFICATION OF TERMS
2. NAME
3. OBJECT
4. MEMBERSHIP
5. OFFICERS
6. ELECTION OF OFFICERS
7. JDC EXECUTIVE
8. MEETINGS
9. POWERS OF THE JUNIOR DEVELOPMENT COMMITTEE
10. SELECTION COMMITTEE
11. FINANCE
12. RULES
13. RULES BINDING
14. DUTIES OF OFFICERS

1. CLARIFICATION OF TERMS

- JDC - Junior Development Committee
- BoM - Board of Management of Elouera Surf Life Saving Club
- Club - shall refer to the Elouera Surf Life Saving Club
- Elouera Sharks - shall mean the Elouera Junior Development members
- Constitution - shall refer to the Club Constitution
- By-Laws - shall refer to the Club By-Laws
- SLSA - Surf Life Saving Australia
- Gender and number

a) a word or expression that indicates one or more particular genders shall be taken to indicate every other gender,

b) a reference to a word or expression in the singular form includes a reference to the word or expression in the plural form,

c) a reference to a word or expression in the plural form includes a reference to the word or expression in the singular form,

RULES OF ELOUERA "SHARKS"

THE JUNIOR DEVELOPMENT COMMITTEE (JDC) OF THE ELOUERA SURF LIFE SAVING CLUB INC.

The By-Laws, "Sub-Committees" Clause 20 provides for a Junior Development Committee to be known as the "Elouera Sharks" which will operate as a sub-committee of the Elouera SLSC in accordance with the Club's Constitution, By-Laws and Rules.

The "Elouera Sharks" shall operate under these Rules and the Club's Constitution and By-laws and should any conflict exist between these Rules, the Club's Constitution and By-Laws, shall take precedence.

All reference to officers herein refers to "Elouera Sharks" Sub-Committee office bearers.

The Club Management on June 20th, 1968 resolved:

"That the "Elouera Sharks" raise and expend funds for their own account. Such fund raising and expenditure to be notified to the Management Committee in accordance with the Rules of "Elouera Sharks".

All fund raising and expenditure to be cognisant of the Club objectives and Constitution. Due prudence must be exercised to eliminate conflict and duplication between the "Elouera Sharks" and the Club.

2 NAME

"Elouera Sharks". Where "Elouera Sharks" is used in these Rules, it shall mean and refer to a sub-committee of the Club in accordance with By-Laws Clause 20.26 .

3 OBJECTS

- (a) To foster and encourage boys and girls aged 14 years and under to participate in the healthy sport of surf life saving.
- (b) To provide appropriate educational schemes for children under the age of 6 years.
providing insurance coverage is obtained.
- (c) To improve every boy's and girl's swimming proficiency by encouraging teaching non- swimmers to swim and helping to improve the performance of all Sharks members.
- (d) To organise and control competitions, displays and educational activities among the Elouera Sharks members and to award trophies to successful competitors and encouragement awards to younger members.
- (e) To give tuition in the use of surf craft and water safety, to conduct instruction for SLSA awards and to encourage boys and girls to join the Club and participate in Club activities.
- (f) To promote good sportsmanship and citizenship among Elouera Sharks members and their families.
- (g) To encourage the boys and girls to move into the Elouera Club's patrol system and other activities upon reaching the appropriate age.
- (h) All Elouera Sharks Training and Development to be endorsed and coordinated through the JDC with the approval of the BoM.

4 MEMBERSHIP

- (a) Membership categories are stated in the By-Laws. All persons including adults, acting in any capacity with the Junior Development Committee shall be a bona fide registered member of the Club covered by the Club's 'Work Cover' insurance.

(b) "Elouera Sharks" Members

- (i) Applicants shall be enrolled in age groups according to their age as at midnight on September 30 each year.
- (ii) Annual subscription shall be set in accordance with Clause 9 of the Constitution. Annual fees are due from 1st May of each year and payable no later than 31st October of the same year. Late payment of fees may be subject to an additional fee as determined by the JDC. Any new members from the 1st January of the current season may pay a pro rata fee as determined by the JDC.

(c) Family Members

- (i) A Family Member is the parent / guardian of a Junior Development Member. A Family Member shall be entitled to take part in social activities and junior activities and shall have full use of Club facilities at the discretion of the Board excluding those amenities or facilities for which any additional fee is charged.
- (ii) Unless nominated by the JDC as official delegate of the JDC, Family Members are not eligible to stand for any office position of the club.
- (iii) Family Members shall only be eligible to vote or stand for any JDC position.
- (iv) Family Members shall be liable for a minimum annual fee equal to Capitation Fee or such other greater amount as determined by the Board or JDC Committee from time to time.
- (v) Family Members involved in JDC activities must be holders of the appropriate SLSA awards or accreditation as required.

- (vi) Where Family Members holding suitable SLSA awards, wish to compete at open competitions, their membership shall be transferred to Active or other appropriate membership status for which they are eligible, shall pay the appropriate fees and shall comply with all SLSA eligibility and responsibility requirements (i.e. patrols, proficiencies, etc)

5 OFFICERS

- (a) The officers of the 'Elouera Sharks' shall consist of all or any of the following positions: (* Denotes Executive member)

JDC Patron
Director of Junior Development (chairman) *
JDC Deputy Chairman *
JDC Secretary *
JDC Assistant Secretary
JDC Finance Controller *
JDC Assistant Finance Controller
JDC Chief Instructor *
JDC Surf Sports Manager *
JDC Assistant Surf Sports Manager
JDC Registrar
JDC Assistant Registrar
JDC Publicity/Sponsorship Officer
JDC Recorder
JDC Gear Steward
JDC Age Group Instructor
JDC Age Group Manager
JDC Awards Officer
JDC 6's & 7's Coordinator
JDC Surf Sports Officials Coordinator
Cadet Liaison Officer
JDC Beach Manager
JDC Water Manager
JDC March Past Manager
Water Safety Captain
JDC Uniform Shop Coordinators
JDC State Uniform Coordinators
JDC Online Manager
JDC BBQ Coordinator
JDC Events Manager
Delegates to Sydney Branch Jun or Activities Board (2 required)
Delegate to Club BoM (Director of Junior Development)

JDC Welfare Officer
JDC Rules Officer

Where deemed necessary by the JDC, suitably qualified Assistants may be appointed to any of the above positions. Additional positions or sub / committees may also be appointed by the JDC to fulfil particular functions.

- (b) Age Group Officials for each age group shall consist of the following:
Age Group Instructor
Age Group Manager or Managers (numbers discretionary)
- (c) The duties of Officers are listed in clause 14. If not listed, the duties of officers are as directed by the JDC.

6 ELECTION OF OFFICERS

Election of officers of the JDC will be in accordance with the Club By-Laws at the JDC Annual General meeting or by recommendation by the JDC to the Club's BoM.

7 JDC EXECUTIVE (Quorum 3)

Shall consist of Director of Junior Development, Deputy Chairman, JDC Secretary, JDC Finance Controller, JDC Surf Sports Manager and JDC Chief Instructor. At least 3 Executive Officers must confer or be consulted before any decision is made.

8 MEETINGS

(a) JDC Meetings (Quorum 7)

- (i) The management of the Junior Development Group shall be vested in the JDC consisting of all elected officers.
- (ii) The JDC Executive shall meet regularly once a month and at other times as required.
- (iii) The Chairperson may issue a general invitation to all elected officers, parents, members or other interested persons to attend JDC meetings as non-voting attendees.
- (iv) The Club BoM shall nominate, if required, up to two (2) delegates to attend JDC meetings.

(b) JDC General Meetings (Quorum 20)

The JDC may direct the JDC Secretary to call meetings as required in accordance with the requirements of the Constitution – Clause 15.3.3

(c) JDC Annual General Meeting (Quorum 20)

- (i) The Annual General Meeting shall be held on the second last Sunday of July or as near to that date as possible having regard to other fixtures.
- (ii) The order of business shall be as per Constitution – Clause 15.2.7
- (iii) Due notice shall be given in accordance with the requirements of the Constitution – Clause 15.3.3

9 POWERS OF THE JDC

The JDC shall have control of the "Elouera Sharks" activities, affairs and concerns, JDC Officers, Family and "Elouera Sharks" members. It shall have the powers:

- (a) To invoke policy in accordance with these Rules, as may be necessary to ensure the efficient management of the Junior Development activities

and the conduct of JDC Officers and Junior members. Such policy shall be binding until altered, amended or revoked by the BoM. However, the JDC may consider recommendations to change these Rules at a General Meeting two thirds majority of the persons present and entitled to vote being necessary. Such changes shall then be submitted to the BoM for consideration and endorsement.

- (b) To fill pro tem next General Meeting, any office declared vacant for any reason whatsoever.
- (c) Of acceptance or rejection of applications for membership without necessarily giving any reasons.
- (d) To accept resignations of Family and "Elouera Sharks" Members or JDC Officials.

10. SELECTION COMMITTEE

(a) Age Group Selection Committee

Shall consist of the respective Instructor and Manager of each Age Group. In the case of any dispute, the JDC Executive will decide the selection.

(b) Club teams Selection Committee

Shall consist of the JDC Executive and the JDC Surf Sports Manager who will consider the advice of the individual Instructor or Coach of the respective teams in making selections.

11. FINANCE

The JDC shall ensure that finances are managed as set out below:

- (a) The JDC Finance Controller or in his absence the JDC Assistant Finance Controller, JDC Secretary shall receive all moneys owing and issue all receipts as necessary.
- (b) All monies received shall be banked in the official bank account entitled "Elouera Surf Life Saving Club Inc. JDC Principle Account".
- (c) All payments below \$5,000 excepting Petty Cash authorised by the Director of Junior Development, JDC Finance Controller or Director of Finance shall be drawn from the JDC Working Account which shall maintain a balance no greater than \$5,000 from funds held in the JDC Principal Account
 - i) Where payments are made by cheque, any two of the above three officers may countersign the cheques
 - ii) Where payments are to be made by Electronic Funds Transfer, the Director of Finance has sole control of this function
- (d) JDC payments authorised by the Director of Junior Development and the JDC Finance Controller, greater than \$5,000 shall be drawn from the "Elouera Surf Life Saving Club Inc. JDC Principal Account,
 - i) Where payments are made by cheque, the two officers listed above shall countersign the cheques.
 - ii) Where payments are to be made by Electronic Funds Transfer, the Director of Finance has sole control of this function.
- (e) All accounts must be passed for payment by the JDC, certified by the meeting Chairperson and recorded in the minutes of the JDC meeting.
- (f) Petty Cash not exceeding five hundred dollars (\$500) may be held by the JDC Finance Controller, who shall record such expenditure in a Petty Cash book for presentation to the Director of Finance for reconciliation.

- (g) The JDC, in conjunction with the Director of Finance, shall ensure that proper records of receipts and expenditure, assets and liabilities and bank deposits are correctly maintained and that all accounts are paid when due.
- (h) The JDC shall be responsible for all debts incurred in its name and shall not incur any expense in excess of the amount to its credit without prior written approval of the Club Board of Management.

12 RULES

Alterations and additions to these Rules may only be made following recommendation by the JDC with a two-thirds majority of those present and eligible to vote, and approved by the Club Board of Management.

13 RULES BINDING

All members and elected officials shall be considered to have asserted to, and agreed to be bound by the Constitution, By-Laws and Rules of the Club and Rules of "Elouera Sharks", at all levels.

14 DUTIES OF OFFICERS

(a) Patron

Shall:

- (i) Be nominated from among the Club's benefactors, including prominent community figures or long standing Club members who have made significant contributions to the management of the Elouera Sharks and who have shown interest in accepting the position.

(b) Director of Junior Development (Chairman)

Shall:

- (i) Be the Senior Executive Officer and nominal head and Chair of the Junior Development Committee.
- (ii) Preside at all JDC meetings and functions and shall be the official spokes person of the "Elouera Sharks".
- (iii) Have a casting vote as well as a deliberative vote.
- (iv) Be responsible to the BoM
- (iv) Be responsible for seeing that all JDC office bearers carry out their duties in accordance with these Rules.
Attend the monthly BoM meetings and report to and from the BoM meetings on all matters and recommendations pertaining to the JDC and their activities.

(c) Deputy Chairman

Shall:

- (i) Assist the Director of Junior Development in his duties and in his absence, shall assume like responsibilities and duties.
- (ii) Initiate, organise and otherwise control such special projects as are referred by the JDC Executive or JDC meetings.

(d) JDC Secretary

Shall:

- (i) Have access to SLSA members information data base(Surfguard) keep a register of names and addresses of all members to ensure that an current record of all members is maintained
- (ii) Forward notices and agendas of all meetings to members in accordance with the Rules.
- (iii) Compile an agenda paper for all meetings and keep JDC Chairman signed copies of the minutes of such meetings.

Signed copies of the minutes of the JDC meetings are for the purpose of the end of year audit.

- (ii) Forward a copy of the minutes to the JDC Officers and to the Club's Director of Administration for tabling at the next BoM meeting.
- (iii) Conduct the correspondence of the JDC.
- (iv) Be responsible for records and documents belonging to the JDC and cause such documents to be kept in a secure location at the Elouera SLSC, apart from such matters that are currently required by the Secretary.
- (v) Be responsible for the collation of the JDC Annual Report and its circulation to all JDC Officers, Delegates and Advisors, seven (7) days prior to the JDC Annual General Meeting.
- (vi) Be responsible for the provision of a JDC Report of activities of the Junior Development Committee for inclusion in the Club Annual Report.

(e) JDC Assistant Secretary

Shall:

- (j) Assist the JDC Secretary in his duties and in the absence of the JDC Secretary shall have like powers and authority.

(f) JDC Finance Controller

Shall:

- (k) Before each JDC meeting and at other times as requested, prepare statements showing details of income and expenditure and particulars relating to accounts payable for the period since the previous statement.
- (ii) Arrange for the payment of all approved JDC accounts. The provision of accounts of \$250.00 or more shall have the prior endorsement of the JDC Executive Committee or the JDC Finance Committee.
- (iii) Keep, or cause to be kept, proper records and also prepare statements showing details of all Income and Expenditure and assets and liabilities in connection with the JDC.
- (iv) Prepare a schedule of assets and liabilities of the JDC if and when requested to do so by a JDC meeting.
- (v) Once in every year assist with supply of data for the auditor to prepare a statement of income and expenditure together with a Balance Sheet showing the financial position of the Elouera Sharks Club as at the date of the close of the financial year.
- (vi) Carry out the duties of purchasing as directed by the JDC.

(g) JDC Assistant Finance Controller

Shall:

- (i) Assist the JDC Finance Controller in his duties and in the absence of the JDC Finance Controller, shall have like powers and authority.

(h) JDC Chief Instructor

Shall:

- (i) Preferably be the holder of the Bronze Medallion and Instructor's Certificate and / or the SLSC Training Officer's Certificate.

- (ii) Supervise the work of the Age Group Instructors and ensure that they are carrying out their duties as required by the JDC.
- (iii) Ensure that all events are being conducted in accordance with the rules of the SLSA where applicable and assist with the Group Instructors and the interpretation of same.
- (iv) When possible, arrange special coaching classes for members or Officers interested in particular events or activities.
- (v) Act as Referee on competition days.
- (vi) Maintain a record of all competition and / or carnival event placings and awards obtained by "Elouera Sharks" members.

(j) JDC Surf Sports Manager

Shall:

- (i) With the assistance of the Age Group Managers / Instructors shall be responsible for co-ordinating competition events involving "Elouera Sharks" members.
- (ii) With the assistance of the Age Group Managers / Instructors will co-ordinate carnival entries and ensure detailed records of carnival results are maintained to assist in the selection of teams.
- (iii) Ensure that all competitive team nominations comply with the Club Selection Rules.
- (iv) Be responsible for coordinating the transport of competition gear to carnivals.
- (v) Be responsible for the supervision and co-ordination of all "Elouera Sharks" Trainers.
- (vi) Must be represented at all JDC meetings and in his absence from any JDC meeting the JDC Assistant Surf Sports Manager shall assume like authority and powers.
- (vii) The JDC Surf Sports Manager shall submit an activity report at each JDC meeting on all competition activities.

(k) JDC Assistant Surf Sports Manager

Shall:

- (i) Assist the JDC Surf Sports Manager in the duties and in the absence of the JDC Surf Sports Manager, shall have like powers and authority
- (ii) Maintain detailed records of all girls' carnival competition results

(l) JDC Registrar

Shall:

- (i) Have access to SLSA members information data base (Surfguard) to maintain a complete record of all JDC Officers and Junior members and coordinate the entry of all required data into (Surfguard) to ensure a complete, up to date record is maintained showing the date of joining and their qualifications.
- (ii) Submit to the Committee the names of those who fail to qualify for their various positions and SLSA awards as required, within three (3) months of their election or application for membership being accepted.
- (iii) Maintain a record of all competition and / or carnival event winners and awards gained by Sharks members.

(m) JDC Assistant Registrar

Shall:

- (i) Assist the Registrar in his duties.

(n) JDC Publicity/Sponsorship Officer

Shall:

- (i) Advance the interests of the JDC by bringing its activities before the public and drawing attention to any forthcoming events.
- (ii) Submit contributions to the Club's Director of Marketing for inclusion in the Club's monthly newsletter as directed by the JDC.

(o) JDC Recorder

Shall:

- (i) Compile and maintains JDC attendance and recording roles
- (ii) Receive all score sheets from the Age Group Managers each competition and or activities day.
- (iii) Be responsible for checking all points allocated for placings and the total scored by each competitor.
- (iv) Maintains the score sheets and records all points on the Point Score Data Base

(p) JDC Gear Steward

Shall:

- (i) Be responsible for the care and maintenance of all JDC gear and equipment.
- (ii) Ensure that all gear has been returned to its allocated storage area at the end of each competition and or activity day.
- (iii) Report the loss of /or damage to any equipment, to the JDC.
- (iv) Where possible, arrange for the immediate repair or replacement of any gear damaged or lost subject to JDC approval.

(q) Age Group Instructor

Shall:

- (i) Be a financial member of the Club
- (ii) Be the holder of the appropriate SLISA award/s and where possible be a parent of a member in the Group.
- (iii) Coach members in all aspects of surf club activities, discipline and sportsmanship.
- (ii) Instruct and educate their groups in surf craft and beach/water safety.
- (iii) Give tuition in competition events and the rules applicable thereto.
- (iv) Act as Starter for their Age Group's events.
- (v) Encourage boys and girls to obtain any SLISA accreditation and or awards for which they are eligible and the Surf Rescue Certificate on attaining the age of 13 years.
- (vi) Assist the JDC Surf Sports Manager in co-ordinating competition events and results
- (vii) Be the senior responsible officer for the age group

(r) Age Group Manager

Shall:

- (i) Shall be the holder of the appropriate SLISA awards.
- (ii) Generally assist the Age Group Instructor with his / her duties. Particularly with the maintenance of group discipline.
- (iii) Complete the record of attendance and placings for his group and record the points scored by each member.
- (iv) Act as judge for his / her Group's events.

- (v) As soon as possible after enrolments, check with the Registrar that new members are correctly enrolled and that any necessary fees have been paid.
- (vi) Assist the JDC Surf Sports Manager and Age Group Instructor in co-ordinating competition events and results
- (vii) Assume the responsibilities of Age Group Instructor in his absence, with the approval of the JDC Chief Instructor.

(s) JDC Welfare Officer

Shall be the elected officer of the Elouera SLSC

ELOUERA "SHARKS" LIFE MEMBERS

SEASON ELECTED TO LM	NAME
1976/77	Arthur White; Noel Breen (Dec. ?); Charlie Christiansen (Dec. ?)
1978/79	Bob Olsen
1982/84	Warren Bennett
1984/85	John Godfrey
1985/86	Terry Cropp
1987/88	Bob Stanley (Dec.)

That consideration be given to identifying these members who figured significantly in the early development of the Elouera Sharks Nippers

Options

- Continue listing them as Sharks Life members
- Transferring their names to the 'Perpetual members' category
- Including their names as Elouera Life members
- Other