



Bye Laws of SOUTHBOURNE SURF LIFE SAVING CLUB (hereafter referred to as the Club) as authorised by Clause 26 of the Constitution

Contents

1. Affiliation	2
2. Membership	2
3. General Policies of the Club	2
4. Management Committee	2
5. Finances.....	3
6. General Meetings.....	4
Appendix A: DISCIPLINE AND APPEALS POLICY.....	5
Appendix B: SAFEGUARDING POLICY	6
Appendix C: HEALTH, SAFETY AND WELFARE POLICY STATEMENT	7
Appendix D: CODES OF CONDUCT	8
Appendix E: SOCIAL MEDIA POLICY.....	11
Appendix F: CLUB EQUALITY POLICY.....	13
Appendix G: CLUB ANTI-BULLYING POLICY	14
Appendix H: CLUB YOUNG PERSONS FOR CLUB ACTIVITY	15



1. Affiliation

The Club will be affiliated to Surf Lifesaving Great Britain (SLSGB).

2. Membership

- a) The membership shall consist of the following categories:
 - a. Life Member
 - b. Full Member
 - c. 18-25 Graduate Membership
 - d. Parent / Carer
 - e. Discretionary
- b) All members will be subject to the regulations of the Constitution, the bye laws, the regulations of SLSGB and International Life Saving and by joining the CLUB will be deemed to accept these regulations and the codes of practice that the CLUB has adopted.
- c) Members in each category will pay membership fees as determined at the General Meeting.
- d) Discretionary members will be approved by the committee and the decision recorded in minutes.

3. General Policies of the Club

The Club shall adopt Policies that will include but not be limited to:

- a) Discipline And Appeals Policy – Appendix A
- b) Safeguarding Policy Statement – Appendix B
- c) Health, Safety and Welfare Policy Statement – Appendix C
- d) Codes Of Conduct:
 - a. Adult Members
 - b. Junior Members
 - c. Parent/Carers
 - d. Coaches, Trainers, Officials and Volunteers
- e) Social Media Policy
- f) Club Equality Policy – Appendix F
- g) Club Anti-Bullying Policy – Appendix G
- h) Club Young Persons for Club Activity
- i) Data Protection and Privacy Notice – on our Club website

4. Management Committee

The day-to-day management of the affairs of the Club shall be delegated to a Management Committee (as authorised in Clause 18 of the Constitution).

The Terms of the Management Committee are: -

- a) All Trustees shall be a member of the Management Committee



- b) There may be other members who are not a Trustee but these must be approved by the members of the Club at a General Meeting.
- c) All Management Committee Members must be members of the Club.
- d) There shall be a Chair Person, Secretary and Treasurer and Safeguarding Officer. Other roles may be adopted as appropriate and required to manage the activity of the Club but such additional roles shall be approved by the members at a General Meeting. Each Trustee must take up a designated role. A Trustee shall not hold more than two roles. There shall be not more than 10 members of the Management Committee (including Trustees)
- e) All decisions of the Management Committee must be approved by a vote of the Trustee members before enacted.
- f) The term of office for a non-Trustee member of the Management Committee shall be for one year and they shall be eligible for re-election. Nominations for members of the Management Committee will be sent to the Secretary 14 days prior to the date of Notice of the AGM and shall have a proposer and seconder.
- g) If the post of any non-Trustee member of the Management Committee should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy by co-option
- h) The Management Committee will be responsible for adopting new codes of practice, changes to the Bye Laws and rules that affect the activity of the Club but not so that any of these shall be in conflict with the Constitution and all shall be subject to validation by a vote of the members at a General Meeting.
- i) The Management Committee will have powers to appoint advisers to the Committee as necessary to fulfil its business.
- j) The Management Committee will be responsible for arranging disciplinary hearings of members who infringe the Club's constitution or Bye Laws or operating procedures or by their actions bring the Club into disrepute. Disciplinary matters will be dealt with in accordance with the Disciplinary Policy of the Club
- k) The Management Committee meetings will be convened by the Secretary and be held no less than 6 times per year.
- l) The procedure and quorum required for business to be agreed at the Management Committee meetings will be the same as Clause 19 (3) of the Constitution with regard to Trustees votes (refer to clause 5e) above)

5. Finances

- a) The Treasurer will be responsible for the management of finances of the Club but subject to the approval of the Management Committee. The Management Committee or any Officer of the Club may not incur, take on or in any manner commit the Club to borrowing, financial support or an undertaking outside the normal business of the Club without the approval of the members at a General Meeting.
- b) The financial year of the Club will run from 1st January and end on 31st December.
- c) All Club monies will be banked in an account held in the name of the Club. All bank or other deposit accounts of the Club may only be created or terminated when authorised by all the Trustees of the Club.



- d) An audited statement of annual accounts will be presented by the Treasurer at the annual General Meeting.
- e) Any cheques drawn against the Club funds or payments made from the Club funds should be authorised by the Treasurer plus [one] other Trustee.
- f) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

6. General Meetings

General Meetings shall be organised and run in accordance with the Club's Constitution. They are also the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs including but not limited to:

- Receive reports from the Chairman and Secretary.
- Receive reports from other Officers that relate to the activities of the Club as determined by the Trustees.
- Review any reports provided to the Management Committee and or Trustees by advisers to the Club
- Elect members of the Management Committee.
- Agree the membership fees for the following year.
- Consider any proposed changes to the Bye Laws.
- Deal with other relevant business.



Appendix A: DISCIPLINE AND APPEALS POLICY

- a) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- b) The Management Committee shall appoint a panel to review the complaint that shall consist of not less than 3 members of the Club (who are not trustees) who will meet to hear complaints within 10 days of a complaint being lodged. Following this meeting and the subsequent investigation and outcome, the complainant will receive the committee's decision in writing within 15 days.
- c) If disciplinary action is required, the panel will conduct a hearing within 7 days. The outcome of a disciplinary hearing should be notified in writing by the Chair of the panel to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
- d) The disciplinary process will be conducted in accordance with the principles of natural justice. The complainant and the accused may be accompanied by a 3rd party at any stage of the proceedings.
- e) If the findings of the hearing are such that termination of membership is deemed appropriate, then the matter should be referred to the Trustees who will determine the action to be taken in accordance with Clause 9 (4) of the Constitution
- f) Other than for decisions made by the Trustees taken in accordance with Clause 9 (4) of the Constitution, Termination of Membership, there will be the right of appeal to the Trustees following disciplinary action being announced by the Chair of the panel. Appeals should be made within 7 days of the notification being issued. The Trustees should consider the appeal within 14 days of the Secretary receiving the appeal.
- g) The Trustees have the power to take appropriate disciplinary action including the suspension of membership.



Appendix B: SAFEGUARDING POLICY

- a) Every club member has a responsibility to safeguard children and vulnerable adults.
- b) Every club member has a moral duty of care to safeguard all involved in its activities from harm.
- c) The club has adopted the SLSGB Safeguarding Policy which is copied below or available electronically on our club website and as a hard copy in the Clubhouse.

THE PURPOSE OF THIS POLICY IS TO:

- Protect children/young people and vulnerable adults,
- Provide Club members responsible for and working with young people, and
- vulnerable adults clear guidance on our commitment and approach to managing safeguarding.

The policy applies to all Club Officers, Members and anyone working for or under the direction of The Club.

The Club confirms that it will use its best endeavours to adhere to the Safeguarding Guidance provided by SLSGB.

The Club will appoint and maintain a Club Safeguarding Officer (CSO) and a Deputy Safeguarding Officer (DSO). The Club will inform SLSGB who they are and update the information when there are changes. Safeguarding Officers must also be members of SLSGB and hold a valid DBS.

The CSO will be responsible for ensuring policy and procedures are explained, publicised, followed and adhered to within the Club.

The CSO will ensure that there are procedures in place within the Club so that the CSO must be informed of all safeguarding concerns to ensure the appropriate action is taken.

The CSO should establish and maintain regular contact with the SLSGB Safeguarding Officer and should keep themselves updated with new safeguarding developments provided by SLSGB.

The Club undertakes and confirms it will ensure that:

The DSO and CSO are SLSGB trained and when required updated by SLSGB to ensure that all Club safeguarding activities are carried out in compliance with the latest SLSGB guidance to protect children/young people and vulnerable adults.

All Club members holding SLSGB Awards that include Safeguarding Awareness training have current and valid safeguarding training (those who are applicable can be identified through the SLSGB NSO).

All Club Members are aware of and have access to the SLSGB Safeguarding Awareness Training.

CASE MANAGEMENT

In the event that it is necessary to form a Case Management Team (CMT) to manage an incident or allegation as outlined in section 32 of the SLSGB Safeguarding Guidance, the Club Chair and CSO will follow the process set out in 32.3 et seq. Membership of the CMT will in the first instance fall to the Trustees unless there is specific reason to not do so.

In the event that a case against a member is proven, the procedures set out in 32.7 et seq will be followed alongside those in Appendix A of these Bye Laws.



Appendix C: HEALTH, SAFETY AND WELFARE POLICY STATEMENT

Southbourne Surf Life Saving Club is strongly committed to encouraging our members to take part, but the health, well-being and safety of each individual is always our paramount concern. We recommend levels of training dependent on age and ability and expect our junior athletes to participate within these boundaries.

HEALTH, SAFETY AND WELFARE:

- To support our Health, Safety and Welfare policy statement we are committed to the following duties:
- Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the Club.
- Create a safe environment by putting measures in place as identified by the assessment.
- Ensure that members are offered the appropriate level of training and guidance by regularly assessing abilities dependant on age, maturity and development.
- Ensure that members are directed and provided access to the club's health and safety policy.
- Appoint a competent member to assist with health and safety responsibilities.
- Ensure that normal operating procedures and emergency operating procedures are in place and available to all members.
- At times specified by the Club's Operating Procedures, provide access to adequate first aid facilities and/or telephone and qualified first aider.
- Report any injuries or accidents sustained during any Club activity or whilst on the Club premises.
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

ALL CLUB MEMBERS HAVE A DUTY TO:

- Take reasonable care their own health, safety and welfare and that of others who may be affected by what you do or not do.
- Co-operate with the Club on health, safety and welfare issues.
- Correctly use all equipment provided by the Club.
- Not interfere with or misuse anything provided for your health, safety or welfare.



Appendix D: CODES OF CONDUCT

The Club is fully committed to safeguarding and promoting the well-being of all its members, ensuring a positive and enjoyable experience for all. The Club believes that it is important that members, coaches, administrators and parents associated with the Club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the Club with the Secretary.

The club has incorporated the SLSGB Code of Conduct below. It is available electronically and as a hard copy in the Clubhouse.

MEMBER EXPECTATIONS – NIPPER, YOUTH, SENIOR / MASTER, LIFE AND DISCRETIONARY

(Trainers and Coaches have additional expectations – see below)

All members must:

- Take responsibility in ensuring they are up to date with the rules, understand and adhere to them.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
- Respect and recognise the valuable contribution made by coaches, trainers, committee and trustees who are volunteers. They give their time and resources to provide Surf Life Saving for you.
- Attend training regularly and keep to agreed timings for training and competitions or inform their trainer, coach or team manager if they are going to be late.
- Notify long term absences, for example, due to a broken limb or surgery, to the age group trainer/coach.
- Wear suitable kit for training, patrolling and competitions, as agreed with the coach/team manager.
- Pay any fees for training or events promptly.
- Respect competition officials and examiners and publicly accept their decisions.
- Respect the patrol lead and publicly accept their decisions when on patrol.
- Be a positive role model, treat other members and officials with the same level of respect you would expect to be shown to you.
- Use polite and proper language at all times.
- Understand that abuse of alcohol, drugs or illegal substances is strictly forbidden at all times whilst at the premises of the Club or when representing the Club.
- Understand that bullying of any sort will not be tolerated.
- Encourage everyone to enjoy being a member of the club and understand that people have different motivations for taking part.
- Promote the objects and values of the Club and of Surf Life Saving GB.

All members must adhere to the Club's Social Media Policy (Appendix X) and in particular:

- Social media must not be used to insult, belittle, falsely accuse or criticise other club members, officers, coaches or other volunteers.



- Links between the pages of an adult and a young person, should not be made. Remember that privacy settings change frequently – keep them under review and update as necessary.
- Photos and tagging should be used with consideration. A photo of the team at an event, without any tagging of individuals is fine. Use of tags allows people to be identified and then traced.
- Whenever a photo is going to be taken and used, members will make sure the individual knows, agrees to its use and get parental/carer permission for use of all images of young and vulnerable adults.
- Performance athletes as role models are in a position of greater prominence to set standards and this needs to be considered in their use of social media.

PARENT/CARERS

- Parents and carers are expected to respect and recognise the valuable contribution made by coaches, trainers, committee and trustees who are volunteers. They give their time and resources to provide Surf Life Saving for you.
- Encourage their child to attend training regularly and notify the trainer / coach if their child may be long term absent, for example, due to a broken limb or surgery
- Encourage fair play and respect for other members and decisions made by trainers, coaches and competition officials.
- Help their child to recognise good performance, not just results.
- Never force their child to take part.
- Set a good example by recognising fair play and applauding good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept the decision of trainers and coaches and of officials' judgements.
- Support their child's involvement and help them to enjoy surf life saving.
- Use polite and proper language at all times.
- Encourage and guide performers to accept responsibility for their own performance and behaviour.

All parents / carers must respect the Club's Social Media Policy, and agree to follow the principles set out, in particular:

- Social media must not be used to insult, belittle, falsely accuse or criticise other club members, officers, coaches or other volunteers.
- Links between the pages of an adult and a young person, should not be made. Remember that privacy settings change frequently – keep them under review and update as necessary.
- Photos and tagging should be used with consideration. A photo of the team at an event, without any tagging of individuals is fine. Use of tags allows people to be identified and then traced.
- Whenever a photo is going to be taken and used, make sure the individual knows, agrees to its use and get parental/carer permission for use of all images of young and vulnerable adults.
- Performance athletes as role models are in a position of greater prominence to set standards and this needs to be considered in their use of social media.



COACHES, TRAINERS, OFFICIALS AND VOLUNTEERS

As well as the member requirements, our trainers, coaches, officials and volunteers must demonstrate the essence of good ethical conduct and practice and:

- Develop an appropriate working relationship with members and participants, based on mutual trust and respect.
- Promote the positive aspects of surf life saving (e.g. health, safety, fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the National Governing Body and the Club.
- Hold appropriate valid qualifications to ensure insurance cover is valid.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibited substances.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Encourage participants to value their performances and not just results.

In addition, trainers and coaches are expected to:

- Participate in trainer/coach meetings.
- Contribute to and provide lesson plans for sign off.
- Follow the Club's Trainers Local Operating Procedures.
- Complete a risk assessment prior to sessions.
- Consider the well-being and safety of participants before the development of performance.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.



Appendix E: SOCIAL MEDIA POLICY

The club has adopted the SLSGB Safeguarding Policy which is copied below. It is available electronically and as a hard copy in the Clubhouse.

This Policy is intended to provide guidance to help understand acceptable standards of use of social media by members and to assist everyone in understanding what the potential risks are in using social media and how these can be avoided and managed.

Social Media offers the opportunity for people to participate in online communities of shared interest and to create, share or consume content. We recognise the benefit of social media as an important tool of communication, engagement, and enrichment.

The Club promotes the safe use of social media and encourages all its members to act responsibly and with courtesy when using social media.

Misuse of social media can result in disciplinary action being taken against a member.

GOOD PRACTICE GUIDANCE

Usage

Whilst we encourage the positive use of social media, the balance between the right to free speech and the responsibility to respect the rights of others, not to insult, slander, harm, abuse or create risks to anyone's personal safety and wellbeing is a priority.

As a general practice, unless specifically authorised, it is recommended that individuals keep their personal online identify, content and online profile spaces separate. This will help in distinguishing between what is part of a person's private life and what is part of their public and accountable activity in the Club. This removes potential conflict and should assist in focussing the mind on what is and what is not appropriate content and usage before anything is posted.

Use of a social media account for Club activity must be authorised by the Club and respect all of the requirements of both GDPR and Safeguarding guidance and this Policy.

The ease, unrestricted and immediate access to the internet presents a unique set of challenges for protecting personal information, safety and wellbeing as all information posted is available to everyone with online access.

Generational differences, use of unfamiliar language and a lack of perception about the messages and information will be understood are major dangers with wide ranging consequences.

Speed to send a message at the expense of care can cause great harm – time to consider is an important duty of care to avoid harm and unintended negative outcomes.

Often what is being posted can have unintended consequences if there are different perceptions of what a reader may understand.

It is the entire responsibility of all to make sure that messages posted and shared will not cause harm or will be seen as abusive. Whilst young people get great benefits from the online communities they belong to and the instant access they have to friends, they may need guidance from the people with responsibility for their safety as to what is acceptable and safe use.



The use of social media to target individuals, whether for grooming or the increasing incidence of cyber bullying, has created new risks to young and vulnerable people who may not understand the risk to themselves when post personal information.

General Guidance

- Social media must not be used to insult, belittle, falsely accuse or criticise other club members, officers, coaches or other volunteers.
- Links between the pages of an adult and a young person, should not be made. Remember that privacy settings change frequently – keep them under review and update as necessary.
- Photos and tagging should be used with consideration. A photo of the team at an event, without any tagging of individuals is fine. Use of tags allows people to be identified and then traced.
- Whenever a photo is going to be taken by a general member, parent/carer or relative for personal use, including on their social media, they should make sure the individual knows and agrees to its use.
- Performance athletes as role models are in a position of greater prominence to set standards and this needs to be considered in their use of social media.

The Club will ensure consent is obtained prior to posting images to its website or social media.

The Club will ensure that children and young people are not tagged in any photographs; the Club recognises it is good practice to not tag any member.

If you are uncertain or concerned about the appropriateness of any statement or posting you may be intending to make that relates to the club or another club member refrain from making the communication until you discuss it with the relevant club officer.

Remember that you have a responsibility to report any posts or online content which contravene our Code of Conduct Policy.



Appendix F: CLUB EQUALITY POLICY

The club has adopted the SLSGB Club Equality Policy which is copied below. It is available electronically and as a hard copy in the Clubhouse.

We respect the rights, dignity and worth of every person and will treat everyone equally regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

We are committed to ensuring that Equality is incorporated across all aspects of our activities. We accept that Equality is fairness, equality of access, recognising inequalities and taking steps to address them. It is ensuring that our culture, structure and actions reflect that all our activities are equally accessible to all members of society.

We are committed to everyone having the right to enjoy Surf Lifesaving in an environment free from threat of discrimination, intimidation, harassment and abuse.

We confirm that all our members have a responsibility to challenge discriminatory behaviour and promote equality of opportunity.

We will deal with any incidence of discriminatory behaviour seriously, according to our disciplinary procedures.



Appendix G: CLUB ANTI-BULLYING POLICY

The club has adopted the SLSGB Club Anti-Bullying Policy which is copied below. It is available electronically and as a hard copy in the Clubhouse.

This policy applies to all Club Members including Young People and all those under the control or direction of the Club.

Bullying is usually defined as repeated behaviour which is intended to harm someone either emotionally, mentally or physically, and is often aimed at certain people because of their race, religion, gender, sexual orientation or any other aspect such as appearance or disability.

BULLYING BEHAVIOUR CAN INCLUDE:

- Physically pushing, kicking, hitting, pinching.
- Name calling, spreading rumours, persistent teasing and humiliation continual ignoring.
- Acts of criticism that demean, belittle or diminish someone.
- Ganging up and excluding.
- Excessive use of position of power.
- Posting on social media derogatory, abusive, critical comments, videos or images or excluding or cancelling.
- Racial, homophobic, transphobic or sexist comments, taunts or gestures.
- Sexual comments, suggestions or behaviour.
- Unwanted non-consensual physical contact.

THE CLUB RECOGNISES ITS DUTY OF CARE AND RESPONSIBILITY TO SAFEGUARD ALL MEMBERS FROM HARM AND WILL:

- Promote and implement this anti-bullying policy.
- Ensure that bullying behaviour is not ignored, tolerated or condoned.
- Take robust action to investigate and respond to any reports of bullying.
- Make sure that any sanctions are proportionate and fair.
- Let young people and vulnerable adults know that they will be listened to and supported.
- Create an 'open door' ethos where young people feel confident to talk to an adult about bullying.
- Ensure any bullying by adults is dealt with through the Disciplinary Process.
- Ensure that any incidents/concerns regarding bullying behaviour will be discussed with parents/carers who will also be consulted on the action taken.



Appendix H: CLUB YOUNG PERSONS FOR CLUB ACTIVITY

The club has adopted the SLSGB Club Young Person Guidance for Club Activity which is copied below. It is available electronically on our club website and as a hard copy in the Clubhouse.

UNDER 16S

Although some of the SLSGB Awards (as listed below) have an assessment age that permits young people under the age of 16 to undertake the awards, special care must be taken to ensure that in any club volunteer activity they are not allowed to do anything which is likely to be harmful to their safety, health and development. Particular attention must be given to age, physical development lack of experience.

Common sense needs to be applied but not at the risk of putting young people in a situation beyond their capability or likely to cause them harm.

It is therefore recommended that:-

A young person **under the age of 14** is never asked to undertake safety cover in any capacity.

Those who are **14 and under 16** are only asked to undertake safety cover if they are supernumerary and do not form part of the Safety Cover Ratios required to comply with the risk assessment for the activity and are at all times supervised by a Competent Person.

Special care must be taken not to expose this age group to incidents likely to cause distress to their health, emotional and mental welfare or psychological harm.

UNDER 18

All under the age of 18 are Young People subject to the SLSGB Safeguarding Guidance.

List of Applicable Awards for those under the age of 16:-

- Club Safety Tube Swimmer
- Club Safety Board Paddler
- Level 1 First Aider
- Level 2 Intermediate First Aid
- First Responder
- Beach Lifeguard Support