**Bye Laws of Portreath Surf Life Saving Club**

1. **Affiliation**

The Club and all members will be affiliated to Surf Life Saving GB.

1. **Membership**

The membership shall consist of the following categories.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Gold** | **Silver** | **Bronze** | **Blue** |
| 2021 Fees (due 1 Oct 2020) | £89 | £58 | £43 | £35 |
| Aged 16 (in year) and Over | **🗸** |  | **🗸** | **🗸** |
| Aged 8 – 15 years (in year) |  | **🗸** |  |  |
| Use of club kit relevant to age (\*\*under 18 restriction) | **🗸** |  |  |  |
| Lifeguard training | **🗸** |  |  |  |
| Graduate Lifeguard training (13 - 15yrs only) |  | **🗸** |  |  |
| SLSGB Coaching (Level 1 & 2) and Officials Qualification | **🗸** |  | **🗸** | **🗸** |
| Coached training sessions and qualifications relevant to age | **🗸** | **🗸** |  |  |
| Use of club premises and equipment under supervision of a qualified lifeguard or  SLSGB coach L2 (\*\*applies to U18 only) | **🗸** | **🗸** |  |  |
| Eligible and encouraged to compete | **🗸** | **🗸** |  |  |
| Swimming and Circuits coached sessions only |  |  | **🗸** |  |
| Basic safety cover qualification to support Nipper / Youth sessions | **🗸** |  | **🗸** |  |
| Committee members in roles such as fundraiser, administrator, competition official | **🗸** |  |  | **🗸** |
| Eligible to apply for board and/or ski stowage in clubhouse (13 yrs plus) | **🗸** | **🗸** |  |  |
| Compulsory Voluntary Lifesaving Patrols (Gold 4 / Silver 3 / Bronze 2 per year) | **🗸** | **🗸** | **🗸** |  |
| Includes membership to SLSGB | **🗸** | **🗸** | **🗸** | **🗸** |
| Life Members will need to pay SLSGB insurance if an active member. |  |  |  |  |

* All members will be subject to the regulations of the constitution, 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 practise that the Club has adopted.
* Members in each category will pay membership fees as determined at the Annual General Meeting.

1. **Equity and Discrimination Policies.**

* The Club is committed to ensuring that equity is incorporated across all aspects of its activities. In doing so it adopts the following definition of equity:

*Equity is about fairness, equality of access, recognising inequalities and taking steps to address them.*

*It is about changing the culture and structure of all our activities to ensure equal accessibility to everyone in society.*

* The Club respects 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.
* The Club is committed to everyone having the right to enjoy their Lifesaving activity in an environment free from the threat of intimidation, harassment and abuse.
* All members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
* The club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.

**4.General Policies of the Club**

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

1. A Safeguarding Policy
2. A Health, Safety and Welfare Policy
3. A Disciplinary Procedure Policy
4. Codes of Conduct for Adult Members, Junior Members, Parents/Carers, Officials and Volunteers.
5. A Young Person Policy

**5.Management Committee**

The day-to-day management of the affairs of the Club shall be delegated to the Management Committee.

**The Terms of the Management Committee are:**

1. All Trustees shall be a member of the Management Committee.
2. All Management Committee Members must be a member of the Club.
3. There shall be a Chair Person, Secretary, Treasurer and Safeguarding Officer, other roles may be adopted as appropriate and required to manage the activity of the Club.
4. Term of office for members of the Management Committee shall be for one year and they will be eligible for re-election. Nominations will be sent to the Secretary prior to the date of Notice of the AGM and shall have a proposer and a seconder. If any posts should fall vacant after the election, the vacancy can be filled by co-option.
5. The Management Committee will be responsible for adopting new codes of practise, changes to Bye Law rules that affect the activity of the Club but shall not be in conflict with the Constitution and shall be subject to validation by a members vote at the AGM.
6. The Management Committee meetings will be convened by the Secretary and be held no less than 10 times per year, the quorum required for business to be agreed shall be 6.

**6. FINANCES**

1. The Treasurer will be responsible for the management of the Club finances but subject to the approval of the management Committee
2. The financial year of the Club will run from 1st October to 30th September.
3. All Club monies will be banked in an account held in the name of the Club. All bank or deposit accounts may only be created or terminated when authorised by the Club Trustees.
4. An statement of annual accounts will be presented by the Treasurer at the AGM.
5. Any cheques drawn against or payments made from the Club accounts should be authorised by the Treasurer plus one other Trustee.

**7. Annual General Meeting**

The AGM shall be organised and run in accordance with the Club Constitution, will include:

* Receive reports from the Chairman and Treasurer and receive reports from other Officers that relate to the activities of the Club
* Elect Members to the Management Committee
* Agree membership fees for the following year.
* Consider any proposed changes to the Bye Laws
* Deal with other relevant business.

**8. Policies of the** **Club**

**Disciplinary Procedure**

**General**

Disciplinary matters, applying to all matters of Portreath Surf Life Saving Club. (Further referred to as the Club), will be dealt with by the Elected Officers of the Club in the first instance and if necessary subsequently by the Full Executive Committee and if appointed a Disciplinary Committee.

All members of the Club agree to fully comply with this code of conduct and specific codes of conduct for their role and be bound by its terms as under noted.

Disciplinary action against Club members, including expulsion without notice, may be taken for offences of misconduct or breach of club’s rules. However, it is recognized and accepted that every member

- Has the right to expect fair and consistent treatment

- Has the right to adequate notice from the Club

- Has the right to appeal against the Club Secretary’s judgement or Disciplinary Committee’s decision in all disciplinary matters.

- Has the right to representation

- No member will be expelled for the first breach of Club’s rules except in cases of “gross misconduct”. However, all disciplinary actions taken by Portreath Surf Life Saving Club will be duly recorded and placed on file for reference at a future date.

**Section 1:- Offences Leading to Disciplinary Action**

The under noted actions by members may be interpreted by the Executive Committee to fall within this Code. However, the lists are not to be considered as fully inclusive or covering all possible offences.

**“Misconduct”** is the carrying out of an offence considered to be of a minor nature (unless frequently repeated) and will normally incur a written warning from the Elected Officers together with a demand for full and appropriate responses.

Repetition of these offences or failure or comply with any demands made in writing by the Elected Officers may result in further action by the Elected Officers involving a disciplinary hearing.

**“Serious Misconduct”** is the carrying out of an offence of such gravity that in the opinion of the Elected Officers it warrants a Portreath Surf Life Saving disciplinary hearing.

Examples of offences (but not exhaustive), which may be considered as serious misconduct include: -

- Misconduct offences above if especially grave or repeated

- Deliberate or consistent breaches of club rules

- Any attempt to achieve gains or advantage over others by unfair or unscrupulous means

- Theft or misappropriation

- Use of threatening or abusive behavior

- Participating in the sport or attending the club whilst under the influence of drugs or alcohol

- Malicious interference with equipment or property

- Disregard for one’s own or other people’s safety

- Any other action, which in the opinion of the Club Officers may bring the sport or Portreath Surf Life Saving Club into disrepute, or which left unpunished, may result in the detriment of the Club or its members.

“**Gross Misconduct”** is action of such seriousness that the Elected Officers will require the immediate expulsion of the offender from the association. The Elected Officers may by means of an executive decision summarily expel such an offender without invoking a disciplinary hearing.

The expelled member will have the right to a disciplinary hearing as soon as this can be arranged but will remain expelled until and unless such a hearing overturns the executive decision.

Examples of gross misconduct are (But Not Exhaustive): -

- Physical violence of assault towards other persons at a Club event or related activity, including serious threatening, intimidating or forceful behaviour

- Reckless disregard of safety and basic safety rules

- Being convicted of criminal offences involving physical violence or abuse

- Other acts that are considered to be of an extremely serious nature perpetuated against the Club, its members or any other party.

**Child Protection** – if the matter relates to a child protection issue follow the child protection procedures for dealing with a complaint then follow disciplinary procedure after outcome has been reached. If in doubt, contact the local social services duty team for advice on how to deal with the complaint and the offender.

**Section 2: - Disciplinary Procedure**

On receipt of a written complaint from a member, another team within the sport, the governing body or any other party the Elected Officers with advice from a Legal Advisor should they so wish, will decide whether the complaint falls within the scope of this disciplinary code.

If in their opinion it does, then the Elected Officers will decide as to the type of offence as per (section 1) above. If the offence is considered to be one of simple misconduct, the Club Secretary will write to the offender with a formal written warning including the demand for an apology or other corrective action the Elected Officers may deem appropriate.

The Elected Officers will also attempt to obtain approval for their action from the complainant.

A disciplinary file will be opened by the Elected Officers in which will be placed copies and records of the original complaint, together with the written warning and any other correspondence. The action outlined above will normally finalize the process unless any of the parties involved object strongly to the Elected Officers decision in which case they may appeal directly to the Executive Committee for a final decision.

Should the complaint be considered by the Elected Officers as one of serious misconduct, then the following procedure will be implemented: -

- The Elected Officers will appoint an Investigating Officer who will research evidence presented and, if possible, will obtain further written evidence, witness statements, etc.

- If necessary the Investigating Officer will consult all relevant witnesses for supportive evidence

- Advise complainant that if a disciplinary hearing is called, then the complainant and all relevant witnesses will be obliged to attend and give evidence. (Nonattendance at a hearing will only be allowed in extenuating circumstances, i.e. Ill-health, threat of violence or intimidation etc). In such circumstances /instances a sworn declaration must be submitted to the Executive Committee

- Contact the member subject of the complaint to advise of the official complaint and request the member to submit a written statement of events

- In cases of disputes of a personal nature, the Elected Officers will attempt to resolve the situation amicably and to the mutual satisfaction of the parties concerned.

- If settlement cannot be agreed between the parties, or if the offence merits it, then a disciplinary hearing will be arranged as soon as possible

- Contact the Club’s Legal Advisor if required and supply copies of all evidence - Notify all parties as to the hearing date and ensure the parties have all relevant copies of paperwork in good time prior to the hearing, copies to be sent by 1st class recorded delivery

* Timescales guidelines for full review of this section will be 1 week from receipt of complaint but may vary due to any special circumstances of the complaint being reviewed.

**Section 3. Disciplinary Hearing**

The Clubs Secretary shall take charge of the hearing and all questions will be addressed through the Secretary.

A disciplinary committee will be appointed which will consist of:

1. the club chair person

2. two members of the Executive Committee

3. Will take place with 1 week of completion of above (Unless otherwise advised)

The club will appoint a case presenter, who will normally be the Investigating Officer. All witnesses to be interviewed and all written evidence to be reviewed at the hearing.

No witnesses or statements can be introduced at the hearing without prior notice and copies of all written evidence produced for consideration prior to the hearing, to be available in advance to the parties

The Disciplinary Committee may adjourn the hearing to allow further evidence to be referred to if the disciplinary committee considers it fair to do so.

After the Disciplinary Committee has reached a decision, the subject of the complaint to be notified in writing of such decision and informed of any penalties within 7 days of the decision being reached, penalties will be effective from the date of the decision.

**Section 4. Penalties Following the hearing**

The Disciplinary Committee will apply such penalties as the Disciplinary Committee consider appropriate, including temporary or permanent expulsion of the offender form the club, such penalties will have immediate effect, notwithstanding the possibility of an appeal in accordance with (Section 5) under noted. Offences of cheating or being under the influence of alcohol or drugs during a club training sessions or those involving threats of physical violence, will carry automatic expulsion from the club and will preclude the offender from taking part in any Portreath Surf Clubs organized activity in an official capacity.

The club will in all cases comply with the requirements of the Governing body and club child protection policies including immediate notification of the police where required.

**Section 5. Appeals**

If an appeal of the decision or penalty is to be made then written notice of appeal by way of 1st class recorded delivery to the Club Secretary must be given by the offender, within 28 days of being notified of the decision.

No appeal will be valid or considered after that period has elapsed. It will not be sufficient to state “I wish to appeal”, the offender must give full written grounds for the appeal, stating exactly what is being appealed against and the reasons for this.

An appeal together with full and recorded argument may be considered relative to: -

- the decision

- the penalty

An appeal hearing will be convened as soon as practicable and will consist of an Appeal Committee of 3 members of the Executive Committee who did not take part in the first hearing and who will elect their own Chairperson (who will have the casting vote).

New evidence cannot be presented at the appeal hearing. The Appeal Committee shall have power to amend or revoke any decision made at the pervious disciplinary hearing. The decision of the Appeal Committee is final and binding on the parties and not subject to further appeal.

**Safeguarding Policy Statement**

Every adult has a responsibility to safeguard children and young people. All club members need to be aware that:

* As a member of the club, there is an added expectation and a legal duty to keep children safe.
* Failure to do this could result in potential action from external agencies which could lead to prosecution.
* The club has a moral and legal duty of care to safeguard all children involved in its activities from harm.
* All children have a right to protection and the needs of disabled children/adults and others who may be particularly vulnerable must be taken into account. The club is committed to the safety and protection of all children involved in all its activities through adherence to safeguarding guidelines adopted by the Club that comply with those provided by SLSGB.

The Club is committed to ensuring that:-

* The welfare of the child is paramount
* All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
* All suspicions and allegations of abuse or poor practice will be taken seriously and responded to swiftly and appropriately
* All club members who work with children will be recruited with regard to their suitability for that responsibility and will be provided with guidance and/or training in good practice and child protection procedures and checks undertaken where required and able to
* Working in partnership with children, their parents/carers and other agencies is key to promoting young people’s welfare.

The Club will ensure that anyone who has the responsibility for the care of a child should “do what is reasonable in all circumstances for the purpose of safeguarding or promoting a child’s welfare” in accordance with The Children’s Act 1989. Adoption of and adherence to this policy is mandatory for any Coaches or Officials operating within the club

The Club committee members, officers, volunteers, coaches, parents, paid staff and the Club members all bear a responsibility to implement the policy, and each has a right to be protected by it. The club is also committed to supporting anyone who, in good faith, reports his or her concerns that they or a colleague, is at risk, or may actually be being abused.

**HEALTH AND SAFETY**

**HEALTH AND SAFETY POLICY STATEMENT:**

“Portreath SLSC 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 AND SAFETY POLICY:**

To support our Health and Safety 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 health and safety measures in place as identified by the assessment.
* Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.
* Ensure that all members are aware of, understand and follow the club’s health and safety policy.
* Appoint a competent club member to assist with health and safety responsibilities.
* Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
* Provide access to adequate first aid facilities, telephone and qualified first aider at all times.
* 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.
* **AS A CLUB MEMBER YOU HAVE A DUTY TO:**
* Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.
* Co-operate with the club on health and safety issues.
* Correctly use all equipment provided by the club.
* Not interfere with or misuse anything provided for your health, safety or welfare.

**CLUB HEALTH AND SAFETY OFFICER:** ……………………………………………………………………………

**FIRST AID:** Location of first aid facilities: ………………………………………………………………………..

Location of telephones: ………………………………………………………………………………….

**QUALIFIED FIRST AIDERS:**

**1**………………………………………………………………………………..

**2.** ………………………………………………………………………………..

**Code of Conduct for Adult Members**

**Portreath SLSC** 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 **David Green, Club Chairman.**

As a member of **Portreath SLSC** you are expected to abide by the following code of practice;

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| * All members must take responsibility in ensuring they are up to date with the rules, understand and adhere to them. |
| * All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity. |
| * Members should recognize the valuable contribution made by coaches and officials who are usually volunteers. They give their time and resources to provide Surf Life Saving for you |
| * All members must respect officials and publicly accept their decisions. |
| * All members should be a positive role model, treat other players and officials with the same level of respect you would expect to be shown to you. |
| * Use correct and proper language at all times. |
| * Members are not allowed to smoke, consume alcohol or drugs on club premises or whilst representing the club. |
| * Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late. |
| * Members must wear suitable kit for training and match sessions, as agreed with the coach/team manager. |
| * Members must pay any fees for training or events promptly. |
| * Bullying of any sort will not be tolerated. |
| * Encourage everyone to enjoy sport and understand that people have different motivations for taking part. |

**Code of Conduct for Youth Members**

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| --- | --- |
| * All members must play within the rules and respect officials and their decisions. | |
| * All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity. | |
| * Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late. | |
| * Members must wear suitable kit for training and competition sessions, as agreed with the coach/team manager. | |
| * Members must pay any fees for training or events promptly. | |
| * Youth members are not allowed to smoke on club premises or whilst representing the club at competitions. | |
| * Youth members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club. | |
| * Bullying of any sort will not be tolerated. |

**Code of Conduct for Parents/Carers**

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| * Encourage your child to learn the rules and play within them |
| * Discourage unfair play and arguing with officials. |
| * Help your child to recognise good performance, not just results. |
| * Never force your child to take part in sport. |
| * 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 officials' judgements. |
| * Support your child’ involvement and help them to enjoy their sport |
| * Use correct and proper language at all times. |
| * Encourage and guide performers to accept responsibility for their own performance and behaviour. |

**Code of Conduct for Club Coaches, Trainers, Officials and Volunteers**

**The essence of good ethical conduct and practice is summarised below.**

**All volunteers must:**

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| * Consider the well-being and safety of participants before the development of performance. |
| * Develop an appropriate working relationship with participants, based on mutual trust and respect. |
| * Make sure all activities are appropriate to the age, ability and experience of those taking part. |
| * Promote the positive aspects of the sport (e.g. 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 and insurance cover. |
| * 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. |

**CODE OF CONDUCT FOR YOUNG PERSONS FOR CLUB ACTIVITY – HEALTH, SAFETY AND WELFARE**

**Under 16**

Although some of the SLSGB Rescue, Lifeguard and First Aid 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 welfare. Particular attention must be given to age, physical development lack of experience, and other things that could be a risk to their health and welfare.

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

**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 qualified lifeguard.

Special care must be taken not to expose this age group to exposure to incidents likely to cause distress or psychological harm.

**All under 18**

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

**List of Applicable Awards**: -

* Surf Lifesaver
* Tube Rescuer
* Rescue Board Paddler
* Aquatic First Aid
* Graduate Lifeguard Programme
* Beach Lifeguard Support
* Coastal Surveillance