



# CHRISTCHURCH LIFE SAVING CLUB

## Club Rules

(revised September 2018)

*“To ensure a safe and friendly environment whilst providing structured and stimulating activities for all children attending the club.”*

The rules contained within this document are designed to be used alongside those distributed by SLSGB which will be referred to throughout this document by its legal name; Surf Life Saving Great Britain or ‘SLSGB’. Surf Life Saving Great Britain’s rules, policies and procedures can be read through their website in a document entitled ‘Safeguarding Children & Young People Policy June 2015’. It is intended that where a rule is not included in this document the Surf Life Saving Great Britain rule of the closest description will be used.

The name of the club is ‘Christchurch Life Saving Club’ and will be referred to throughout this document as the same or as ‘The Club’, ‘Club’ or ‘CLSC’.

Where this document refers to the ‘Clubs five named officers’ it is referring to the Chair, Treasurer, Secretary, Captain and Safeguarding Officer.

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## 1. Scope of This Document

This document applies to all members, volunteers and parent helpers of Christchurch Life Saving Club without exception. It also applies to visitors and parents where applicable.

A child is defined as a person under the age of 18 years (The Children Act 1989).

The term 'Parent Helper' describes a parent who is present as additional safety cover or support to the Coach or Trainer taking the session. Duties of a parent helper may include organization of children at a session, setting up of equipment and helping in the kitchen.

A 'Coach' supports an individual through the process of achieving a specific personal or professional result through skill, fitness, tactical and psychological elements of performance development practices across one or more of the Surf Life Saving Sport disciplines.

A Lifeguard is an individual who is the holder of a current SLSGB Surf Life Saving Qualification as determined by the Risk Assessment.

It is not within the power of the Club Committee nor any other individual or group to override any aspect of this document. If the Club Committee wish to amend this document, then they must follow the process stated in section (4) of the Club Constitution.

We strive to make the club a fair, friendly and progressive establishment. To enable this, the following rules are constitutionally binding upon all club members, volunteers and parent helpers (including the Club Committee, Trustees and all Sub-Committees) and where applicable, visitors to the club.

## 2. Rules

### a) Visitors

A member over the age of 18 may be given permission to invite visitor(s) into The Club premises by one of the Clubs five named officers. The member shall be responsible for the visitor(s). The visitor(s) must abide by and follow the Clubs Constitution and the documents referenced both directly and indirectly therein including the 'Christchurch Life Saving Club Code of Conduct'.

### b) Clubhouse Keys/Premises

Keys may only be distributed at the discretion of a majority of the Club Committee.

Club members may only use the club premises during normal training and patrolling hours unless they are being supervised by a member, over the age of 18 who has been given permission to use the premises outside of these times by one of the Clubs five named officers.

All Club Committee and Training Sub-Committee members within the Club will have been deemed to be given such permission automatically.

This permission can be revoked in writing at any time by the awarding officer or a majority of the Clubs Committee whose decision will always be final and binding.

No aspect of this clause (2b) holds the power to in any way override any aspect of clause (2a) of this document.

### c) Equipment

#### Issue

Equipment may only be issued to members of The Club who have been given permission to borrow equipment by one of the Clubs five named officers. For members aged under 18 the responsibility lies with their parent or guardian. Should such permission be granted, members use the specified equipment at their own risk and are personally responsible for damage/loss (the Club Committee may require the member to arrange appropriate insurance cover). On returning the equipment, the member must report any defects to the Captain or Secretary.

Permission cannot be given if the issue of the equipment could negatively impact The Club in any way, whether directly or indirectly, or obstruct CLSC in achieving its 'aims' as stated in section (2) of its Constitution.

#### Modification

No equipment may be modified or used for a purpose it was not originally intended for without the authority of the majority of the Club Committee.

#### Storage, Inspection and Maintenance

The Club Committee should ensure that all equipment is regularly checked, fit for use and where necessary repaired.

### d) Management Rules

In addition to The Clubs Code of Conduct, the members of the Club Committee and all Sub-Committees must also abide by the following rules:

- Comply with the law.
- Not misuse their authority, position or office for personal, business or other gain.
- Fully uphold all club rules, policies and procedures.
- Have a duty to provide information if requested by the Disciplinary Sub-Committee investigating any breach of this code.
- Respect a person's rights and treat everyone accordingly.
- If teaching lifesaving/lifeguarding/other disciplines, hold a qualification to do so, approved by The Clubs Training Sub-Committee.

### e) Competition Attendance

All members are encouraged to attend all competitions to which they are invited by the Training Sub-Committee.

However, in addition to section (4) of this document it is a requirement of membership of Christchurch Life Saving Club for all

Nippers to

- a) attend in some capacity; at least one beach competition a calendar year.

Juniors/ Seniors/ Masters to

- a) attend in some capacity; at least one beach competition a calendar year and
- b) attend in some capacity; at least one pool competition a calendar year.

The Club Committee or a named representative thereof may give special dispensation of the above to named members upon application.

For the above to be binding the club must enter a team in at least two competitions of the specific category. For example; in order for the above to bind Nipper members to attend at least one beach competition a year The Club must enter a team in at least two Nipper beach competitions that year.

### f) Members Attending Away Trips/ Events

Members should note the following basic rules and guidelines for behaviour whilst away on club-organised trips/ events (social, training or competitive).

Important

- The Group Leader has overall control of the group and his/her decision will be final
- The Group Leader may, at his/her discretion, send a member home (at their/ their parent's expense) if their behaviour is considered beyond reasonable or dangerous

Behaviour

*You must*

- Abide by the rules and instructions as given by the Leaders
- Help others if they need help
- Treat others equally and with respect
- Talk to a leader if you have any problems (they are there to help)
- Follow the clubs Code of Conduct Document
- Accept the decision of the Leaders (or Referee in competitions)
- Exercise reasonable self-control at all times

*You must not*

- Smoke or consume drugs and alcohol at any time
- Consider cheating
- Use foul or abusive language
- Lead or participate in bullying in any form

*Remember*

Whilst away you are a representative of the club and your behaviour should always show the good reputation of the club.

### g) Volunteering

To ensure the continued running of the Club all members are required to volunteer throughout the year. As a minimum requirement this will be twice during the beach season, and if taking part in pool training, then also once per a school term during the pool season.

Volunteering counts as

- helping at a training session, competition or other club activity,
- sitting on the Club Committee or Sub-Committee and had a meeting,
- another task that benefits the club at the discretion of the Club Committee.

Members under the age of 16 require a parent/guardian or representative to fulfil their volunteer responsibilities. Families with multiple members under the age of 16 only require one combined representative.

### h) Clarifications of 'the rules'

A copy of 'the rules' shall be available:

- On the Clubs website.
- To all members through the secretary.
- On the Clubs premises.

In the event of anything occurring not within the scope of these rules all parties must be referred to section (1) of the Clubs procedures document entitled 'Disciplinary Procedure'.

Nothing in these rules shall be deemed to prevent a member from using his/her initiative in an emergency. The aim of the club "To save life..." is paramount.

An emergency is defined as a serious, unexpected, and dangerous often life-threatening situation requiring immediate action.

Where the rules allow a member to be given permission, this permission can be revoked in writing at any time by the awarding officer or a majority of the Club Committee whose decision will always be final and binding.

Where the rules give any individual or group of individuals the power to make decisions, those decisions can, at any time be overridden by a majority of the Club Committee whose decision will always be final and binding.

## 3. Role of The Safeguarding Officer

### a) Purpose

To provide support to the management with regards to safeguarding, including verifying DBS checks, ensuring the Safeguarding policy and procedures are adhered to, coordinating safeguarding groups, training members and staff, and acting as a point of contact for queries and where needed, at club events.

#### b) Main Responsibilities

- To take a lead role in administering safeguarding delivery and support.
- Safeguarding Delivery & Support
- To support SLSGB's National Safeguarding Manager with the delivery of DBS checks through the online system.
- To support The Clubs volunteers and members using the online system for DBS checks.
- To support The Clubs volunteers and members with safeguarding advice, information and training.
- To ensure Surf Life Saving Great Britain is represented on safeguarding matters and working towards CPSU standards. To act as a point of contact at events.
- To ensure all current or potential members are given appropriate resources, advice and signposting relating to safeguarding.
- To promote safeguarding updates and processes to all members and ensure they have been adopted by the members.

#### c) General

- To be able to communicate Surf Life Saving Great Britain's plans, projects and key messages with confidence to all enquirers.
- To report monthly on statistical evidence and member needs.
- To promote and adhere to the organisational strategy to hold the wishes of the member as central to all activities.
- To subscribe to the ethos, vision and mission of Surf Life Saving Great Britain. To work at all times with integrity and to the highest professional standards.
- To help foster and create a positive team working atmosphere at all times including participating in team discussions and events.

## 4. Behaviour code for volunteers

#### a) Purpose

This behaviour code outlines the conduct we expect of all our volunteers. This includes Lifeguards, Trainers, Club Committee and Sub-Committee members, Coaches and Parent Helpers.

The behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the views of children and young people.

#### b) The role of volunteers

When working with or for children and young people, you are acting in a position of trust. You are likely to be seen as a role model and must act appropriately.

#### c) Responsibility

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
  - this includes ensuring equipment is used safely and for its intended purpose
  - this includes having good awareness of issues to do with safeguarding and child protection and taking action when appropriate

- following our principles, policies and procedures
  - this includes policies and procedures for child protection/safeguarding and whistleblowing
- staying within the law at all times
- modelling good behaviour for children and young people to follow
  - challenging all unacceptable behaviour and reporting any breaches of the behaviour code to the Safeguarding Officer
- reporting all allegations/suspicious of abuse following our reporting procedures
  - this includes abusive behaviour being displayed by an adult or child and directed at anybody of any age.

#### d) Rights

You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability, gender reassignment and religious belief systems between yourself and others, and appreciate that all participants bring something valuable and different to The Club
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

#### e) Relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- be patient with others
- use special caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and young people
  - if this isn't possible, ensure that you are within sight or hearing of other adults
  - if a child specifically asks for or needs some private time with you, ensure other staff or volunteers know where you and the child are
- only provide personal care in an emergency and make sure there is more than one adult present if possible.
  - this is unless you are working under specific circumstances where it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

#### f) Unacceptable behaviour

When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people

- engage in behaviour that is in any way abusive
  - this includes having any form of sexual contact with a child or young person
- let children and young people have your personal contact details (mobile number, email or address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people

#### g) Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately you will be subject to our disciplinary procedures.

If you become aware of any breaches of this code, you must report them to the Safeguarding Officer. To do this you should follow the whistle-blowing procedure or, if necessary, the child protection/ safeguarding procedures.

## 5. Membership

To be considered as a member of The Club an individual may have to fulfil the following membership requirements:

- a) Be a current member of Surf Life Saving Great Britain.
- b) Be paying an active Standing Order to Christchurch Life Saving Club.
- c) Have completed a Club membership form and returned this to the Club Secretary.
- d) Have signed a copy of The Clubs Code of Conduct for members and returned the same to the Secretary.

The guide below states which members must fulfil which requirements.

#### Nipper/ Youth/ Senior/ Master

Must fulfil membership requirements (a), (b), (c) and (d).

#### Family Membership

If the individual holds a family membership where they are not the/ one of the active members and a family membership form that states the membership number of an active member of Surf Life Saving Great Britain has been completed and forwarded to the Secretary they do not have to fulfil membership requirement (a) but must fulfil membership requirements (b), (c) and (d).

#### Life Member

If the individual is a life member that is not attending any form of club training in any capacity or participating in water/ sport-based activities, they will only have to fulfil membership requirements (c) and (d).

If the life member is attending any form of club training in any capacity or participating in water or other sport-based activities they will have to fulfil membership requirements (a), (c) and (d).

It is not necessary for any life member to fulfil membership requirement (b).

### Social Members

Social members need to fulfil membership requirements (b), (c) and (d) but not (a) unless they're participating in any form of club training in any capacity or participating in water or other sport-based activities then they will need to contact the Secretary to amend their membership category to either Senior or Master.

### Committee & Sub-Committee Members

All persons who are members of the Club Committee or any Sub-Committee are considered to be members of Christchurch Life Saving Club through their position on the afore mentioned. On leaving the Club Committee or their Sub-Committee they must fulfil the membership requirements of one of the above categories or they will cease to be a member.

Club Committee and Sub-Committee members must fulfil membership requirements (a), (c) and (d).