



# SIDMOUTH SURF LIFE SAVING CLUB

## Sidmouth Surf Lifesaving Club Constitution

### Updated March 2025

#### 1. Name

The club will be called *Sidmouth Surf Lifesaving Club* and will be affiliated to the *Surf Lifesaving Great Britain*.

#### 2. Aims and objectives

The aims and objectives of the club will be:

To offer participation, coaching and competitive opportunities for children and young people in *Surf Lifesaving*

To promote the club within the local community and *Surf Lifesaving national family*

To ensure a duty of care to all members of the club

To provide all its services in a way that is fair to everyone.



#### 3. Membership

Ensure all present and future members receive fair and equal treatment.

Membership should consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

Members will be enrolled in one of the following categories:



Junior member



Associate member (coach/lifeguard)

#### 4. Membership fees

Membership fees will be set annually and agreed by the Executive/ Management Committee or determined at the Annual General Meeting.



Fees will be paid: annually

## 5. Officers of the club

The officers of the club will be:

- ✓ Chair / Head Coach (David Manley)
- ✓ Honorary Secretary (Annette Burrough)
- ✓ Membership (Natasha Morgan)
- ✓ Safeguarding Officer (Sarah Burston)
- ✓ Treasurer (Charlotte McKechnie)
- ✓ Training officer (Mike Shillingford)
- ✓ Gear Steward (Jake Rafferty)
- ✓ Nipper Competition Leads (Richard Easton / Ross Walton)
- ✓ Youth Competition Leads (David Manley / Liam Morgan)

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.

## 6. Committee

The club will be managed through the Management Committee consisting of:

- ✓ Only **the above mentioned** officers of the club posts will have the right to vote at meetings of the Management Committee.
  - ✓ The Management Committee meetings will be convened by the Secretary of the club and held no less than *four* times per year.
  - ✓ The quorum required for business to be agreed at Management Committee meetings will be: **three**
  - ✓ The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
  - ✓ The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business
  - ✓ The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations /constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.
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## 7. Finance

The club will operate on a not for profit basis and any surplus will only be used in pursuance of Aims and Objectives listed in section 2 of this Constitution.

All club monies will be banked in an account held in the name of Sidmouth Surf Lifesaving Club

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: *31<sup>st</sup> December 2025*

An **audited** statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

## 8. Safeguarding

Sidmouth Surf Lifesaving Club adopts the safeguarding policy of Surf Lifesaving GB. (June 2025).

## 9. Annual General Meetings

Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 21 clear days notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 20% of the membership.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## 10. Discipline and appeals

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All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The club Welfare Officer is the lead contact for all members in the event of any child protection concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 7 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 10 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 20 days of the Secretary receiving the appeal.

## 11. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of Surf lifesaving Great Britain.

## 12. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## 13. Declaration

*Sidmouth Surf Lifesaving Club* hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

**Signed:**

**Date: 20/01/25**



**Name: David Manley**  
**Position: Club Chair**

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**Signed:**

**Date: 20/01/25**

**Name: Michael Shillingford**

**Position: Training Officer**