

# **BY-LAW NO. 18**

**ISSUE:** Visits and Tours

**COMMENCED:** Re-write of the Constitution current at the time

**LAST UPDATE:** Draft 04 January 2020  
Endorsed at the Special General Meeting held on 30 November 2019 for final consideration by a subsequent meeting of the Board of Management following minor amendments.  
Approved with minor amendments by Board of Management at the 18 February 2020 meeting

## **PROVISIONS:**

### **1. Inter-Club Visits**

- (a) The Club proposing to visit any other Club or Branch outside the area of the SLSQ shall make application to SLSQ through the Branch for permission to make such a visit. The application shall be lodged by the Branch with SLSQ at least twenty-one (21) days prior to the date of the proposed visit;
- (b) The Club when visiting any other Club as a team shall be accompanied by a Manager.

### **2. Overseas Tours Policy**

Matters of policy and conditions applicable to all overseas tours shall be as follows:

- (a) At least six months' notice of the proposed departure date of the Club shall be given to SLSQ by the Branch before permission to tour shall be granted, unless under special circumstances as approved by the Australian Council;
- (b) Branch/SLSQ shall not, in any way, be responsible financially for any part of the expenses attributed to any tour by a Club;
- (c) Appointment of Officials, size and composition of the team and selection policies shall be a matter for the body making the tour, however, SLSA strongly recommends the inclusion of Educational Officers in any team to tour overseas;
- (d) The Club shall not select in an overseas touring team any Member who is under any form of suspension or is financially indebted to any Club, Branch or SLSQ;
- (e) No Club Team shall tour any overseas country in the same season that an Australian Representative Team shall be visiting that same country, unless prior approval of the SLSA has been received;
- (f) At least one (1) month prior to the departure of the Club Team, the Branch, SLSQ and SLSA shall be supplied with a copy of the final itinerary, points of contact, full details of the composition of the team, names and addresses of Team Members and the Team Manager;
- (g) The Club Team to tour overseas shall have an appointed Team Manager who will be responsible for all matters concerning the team. In the event of any incident, complaint or otherwise adverse reaction to the team, or Members individually, the Team Manager shall be automatically responsible to the Association and may be called before The Branch, SLSQ or the SLSA to face judicial inquiry and possible disciplinary action;

- (h) Comprehensive reports and recommendations (if any) on any tour, together with a team photograph wherever possible, must be supplied to the SLSQ within ten (10) weeks of the completion of the tour;
- (i) Adequate insurance policies shall be negotiated in respect of personal accident and/or sickness to any Member of the Touring Team, loss of/or damage to the personal effects of team Members and to such special lifesaving and/or display equipment as shall be provided for use on the tour.

Note: All the provisions of Clause 2 shall apply whether the intending visit or tour shall be for competition, educational or any other purpose. The only exception shall be competition or educational seminars organised and conducted by the SLSQ or SLSA.

### **3. Overseas Tours: Without Invitation**

The Club seeking to tour overseas without having received a specific invitation shall:

- (a) make application on the Association Form provided by the SLSQ to its Branch for permission to conduct a tour;
- (b) seek the following endorsements
  - (i) in the case of the Club, it shall require the endorsement of its Branch and SLSQ;
  - (ii) all applications are subject to endorsement by the SLSA;
- (c) correspond directly with the overseas body after the SLSA is satisfied that the application to tour is complete in all details and has sought and received an invitation for the Australian body to tour.

### **4. Overseas Tours: With Invitation**

The Club seeking to tour overseas after having received a specific invitation shall:

- (a) make application to the Branch on the Association Form provided by SLSQ for permission to conduct the tour, and attach a copy of the invitation received;
- (b) request the Branch to forward the application to SLSQ for endorsement and, if endorsed, to the SLSA seeking final approval for the tour to be conducted;
- (c) correspond directly with the overseas body after the SLSA is satisfied with the invitation, and that the application to tour is complete in all details and permission has been granted to tour.

### **5. Tours of Australia**

Matters of policy and conditions applicable to tours by overseas lifesaving organisations to a Club shall be as follows:

- (a) If the Club wishes to issue an invitation to any overseas lifesaving body to tour Australia, it must firstly make an application to the SLSA through its Branch/SLSQ. Such an application shall include all of the details of the proposed visit including accommodation, financial obligations to the host body, proposed itinerary and details of any appointed Liaison Officer(s);
- (b) Branch and/or SLSQ receiving such applications shall before endorsing the application, consider the following:

- (i) that the ability of the Club is such that it can host a visit having in mind the membership and financial situation of the hosting Club;
  - (ii) that the proposed visit will not seriously disrupt any programming of the Club, Branch or SLSQ;
  - (iii) that the qualifications of the host body's Liaison Officer(s) are sufficient to properly carry out the required duties;
  - (iv) that such visits may be referred to as "domestic tours" and once authority has been given by the Branch, SLSQ and the SLSA, these sections will not bear any responsibility, financial or otherwise, in connection with the visit;
- (c) The SLSA upon receipt of the endorsed application will then consider permitting the visit to take place, provided that all necessary conditions have been complied with. It shall then convey the invitation the National Association of the country concerned. However, the visit/tour should not be considered as confirmed until the overseas National Association has finally advised the SLSA of the invitation acceptance;
- (d) Within eight (8) weeks of the completion of any visit by an overseas body, the host Club shall supply the Branch, SLSQ and the SLSA with a comprehensive report and achievements of the visit.

## **6. Visitors**

Visitors from other Surf Clubs, who are Bronze Holders, may be accommodated at the Club House provided they can furnish evidence of their Financial Membership and provided also that they obtain permission from the Director of Administration and Membership and one (1) other member of the Board of Management of the Club.