



Sydney Waterski Club Constitution

June 2014

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ASSOCIATIONS INCORPORATION ACT 2009 (NSW)

SYDNEY WATERSKI CLUB INCORPORATED CONSTITUTION

1. NAME OF CLUB

The name of the Club is Sydney Waterski Club Incorporated (**Club**).

2. DEFINITIONS AND INTERPRETATION

2.1 Definitions

In this Constitution unless the contrary intention appears:

“**Act**” means the *Associations Incorporation Act 2009 (NSW)*.

‘**Committee**’ means the body managing the Club and consisting of the directors.

“**Constitution**” means this Constitution of the Association.

“**Executive Committee**” means a Member of the Committee holding the office of President, Vice President, Treasurer or Secretary .

“**Director**” means a Member of the Committee and includes any person acting in that capacity from time to time appointed in accordance with this Constitution but does not include the President.

“**General Meeting**” means the annual or any special general meeting of the Club.

‘**Individual Member**’ means a registered, financial Member of the Club who is at least 18 years of age.

“**Intellectual Property**” means all rights subsisting in copyright, business names, names, trade marks (or signs), logos, designs, equipment including computer software, images (including photographs, videos or films) or service marks relating to the Association or any activity of or conducted, promoted or administered by the Association in New South Wales.

‘**Junior Member**’ means a registered Member of the Club who is younger than 18 years of age. Who may attend the Annual General Meeting however are ineligible to vote.

‘**Life Member**’ means an Individual appointed as a Life Member of the Club under **clause 5.2**.

‘**Local area**’ means the geographical area for which the Club is responsible as recognised by the regional and/or state organisations for Tournament Waterskiing of which the Club is a Member.

‘**Member**’ means a Member of the Club for the time being under **clause 5**.

‘**NSO**’ means the National Sporting Organisation being Australian Waterski and Wakeboard Federation

‘**Non-Skiing Member**’ means a registered, financial Member of the Club who does not ski with or at the Club

‘**Objects**’ means the Objects of the Club in **clause 3**.

‘Public Officer’ means the person appointed to be the public officer of the Association in accordance with the Act.

‘Register’ means a register of Members kept and maintained in accordance with **clause 7**.

‘Seal’ means the common Seal of Sydney Waterski Club (if any).

‘Special Resolution’ means a Special Resolution defined in the Act.

‘SSO’ means the State Sport Organisation being NSW Waterski Federation Ltd

2.2 Interpretation

In this Constitution:

- (a) a reference to a function includes a reference to a power, authority and duty;
- (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty;
- (c) words importing the singular include the plural and vice versa;
- (d) words importing any gender include the other genders;
- (e) references to persons include corporations and bodies politic;
- (f) references to a person include the legal personal representatives, successors and permitted assigns of that person;
- (g) a reference to a statute, ordinance, code or other law includes Regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction); and
- (h) a reference to "writing" shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

2.3 Severance

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable, the phrase or provision is to be read down if possible, so as to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of this Constitution.

2.4 The Act

Except where the contrary intention appears, in this Constitution, an expression that deals with a matter under the Act has the same meaning as that provision of the Act. Model rules under the Act are expressly displaced by this Constitution.

3. OBJECTS OF THE CLUB

The Club is established solely for the Objects. The Objects of the Club are established to:

- (a) conduct, encourage, promote, advance and administer Tournament Waterskiing throughout the local area;

- (b) act, at all times, on behalf of and in the interest of the Members and Tournament Waterskiing in the local area
- (c) affiliate and otherwise liaise with the SSO and/or NSO of which the Club is a Member and adopt their rule and policy frameworks to further these Objects
- (d) abide by, promulgate, enforce and secure uniformity in the application of the rules of Tournament Waterskiing as may be determined from time to time by NSO or IF and as may be necessary for the management and control of Tournament Waterskiing and related activities in New South Wales;
- (e) advance the operations and activities of the Club throughout the local area;
- (f) have regard to the public interest in its operations; and
- (g) undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these Objects.

4. POWERS OF THE CLUB

Solely for furthering the Objects, the Club has, in addition to the rights, powers and privileges conferred on it under section 25 of the Act, the legal capacity and powers of a company as set out under section 124 of the *Corporations Act 2001 (Cth)*.

5. MEMBERS

5.1 Members

The Members of the Club shall consist of:

- (a) Life Members, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, to debate and to vote at General Meetings;
- (b) Individual Members, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, to debate and to vote at General Meetings; and
- (c) Junior Members, who subject to this Constitution, shall have no right to receive notice of General Meetings and no right to be present or debate or vote at General Meetings.

5.2 Life Members

- (a) The Committee may recommend to the annual general meeting that any natural person who has rendered distinguished service to the Club over a period of 20 years be appointed as a Life Member.
- (b) A resolution of the annual general meeting to confer life membership (subject to **clause 5.2(c)**) on the recommendation of the Committee must be a Special Resolution.
- (c) A person must accept or reject the Club's resolution to confer life membership in writing. Upon written acceptance, the person's details shall be entered upon the Register, and from the time of entry on the Register the person shall be a Life Member.

6. MEMBERSHIP APPLICATION

6.1 Application for Membership

An application for membership must be:

- (a) in writing on the form prescribed from time to time by the Committee (if any), from the applicant or its nominated representative and lodged with the Club; and
- (b) accompanied by the appropriate fee (if any).

6.2 Discretion to Accept or Reject Application

- (a) The Club may accept or reject an application whether the applicant has complied with the requirements in **clause 6.1** or not. The Club shall not be required or compelled to provide any reason for such acceptance or rejection.
- (b) Where the Club accepts an application, the applicant shall become a Member. membership shall be deemed to commence upon acceptance of the application by the Club. The Register shall be amended accordingly as soon as practicable.
- (c) Where the Club rejects an application, it shall refund any fees forwarded with the application and the application shall be deemed rejected by the Club.

6.3 Renewal

Members (other than Life Members) must renew their membership annually in accordance with the procedures set down by the Club in Regulations from time to time.

6.4 Deemed Membership

- (a) All persons who are, prior to the approval of this Constitution under the Act, Members of the Club shall be deemed Members from the time of approval of this Constitution under the Act.
- (b) Any Members of the Club, prior to approval of this Constitution under the Act, who are not deemed Members under **clause 6.4(a)** shall be entitled to carry on such functions analogous to their previous functions as are provided for under this Constitution.

7. REGISTER OF MEMBERS

7.1 Club to Keep Register

The Club shall keep and maintain a Register in which shall be entered (as a minimum):

- (a) the full name, address and date of entry of each Member; and
- (b) where applicable, the date of termination of membership of any Member.

Members shall provide notice of any change and required details to the Club within one month of such change.

7.2 Inspection of Register

Having regard to the Act, confidentiality considerations and privacy laws, an extract of the Register, excluding the address or other direct contact details of any Member, shall be available for inspection (but not copying) by Members, upon reasonable request.

7.3 Use of Register

Subject to the Act, confidentiality considerations and privacy laws, the Register may be used to further the Objects, in such manner as the Committee considers appropriate.

8. EFFECT OF MEMBERSHIP

Members acknowledge and agree that:

- (a) This Constitution forms a contract between each of them and the Club and that they are bound by this Constitution and the Regulations.
- (b) they shall comply with and observe this Constitution and the Regulations and any determination, resolution or policy which may be made or passed by the Committee or other entity with delegated authority;
- (c) by submitting to this Constitution and Regulations they are subject to the jurisdiction of the Club SSO and NSO.
- (d) the Constitution and Regulations are necessary and reasonable for promoting the Objects and particularly the advancement and protection of Tournament Waterskiing; and
- (e) they are entitled to all benefits, advantages, privileges and services of Club membership.

9. DISCONTINUANCE OF MEMBERSHIP

9.1 Notice of Resignation

- (a) A Member who has paid all arrears of fees payable to the Club may resign or withdraw from membership of the Club by giving one month's notice in writing to the Club.
- (b) Once the Club receives a notice of resignation of membership given under **clause 9.1(a)**, it must make an entry in the Register that records the date on which the Member ceased to be a Member.

9.2 Discontinuance for Breach

- (a) Membership of the Club may be discontinued by the Committee upon breach of any clause of this Constitution or the Regulations, including, but not limited to, the failure to pay any monies owed to the Club, failure to comply with the Regulations or any resolutions or determinations made or passed by the Committee or any duly authorised committee.
- (b) Membership shall not be discontinued by the Committee under **clause 9.2(a)** without the Committee first giving the accused Member the opportunity to explain the breach and/or remedy the breach.
- (c) Where a Member fails, in the Committee's view to adequately explain the breach, that Member's membership shall be discontinued under **clause 9.2(a)** by the Club giving written notice of the discontinuance to the Member. The Register shall be amended to reflect any discontinuance of membership under this **clause 9.2** as soon as practicable.

9.3 Member to Re-Apply

A Member whose membership has been discontinued under **clauses 9.1 or 9.2**:

- (a) must seek renewal or re-apply for membership in accordance with this Constitution; and
- (b) may be re-admitted at the discretion of the Committee.

9.4 Forfeiture of Rights

A Member who ceases to be a Member, for whatever reason, shall forfeit all rights in and claims upon the Club and its property and shall not use any property of the Club including Intellectual Property. Any Club documents, records or other property in the possession, custody or control of that Member shall be returned to the Club immediately.

9.5 Membership may be Reinstated

Membership which has been discontinued under this **clause 9** may be reinstated at the discretion of the Committee, with such conditions as it deems appropriate.

9.6 Refund of Membership Fees

Membership fees or subscriptions paid by the discontinued Member may be refunded on a pro-rata basis to the Member upon discontinuance.

10. DISCIPLINE

- (a) The Committee may commence or cause to be commenced disciplinary proceedings against a Member who has allegedly:
 - (i) breached, failed, refused or neglected to comply with a provision of this Constitution, the Regulations or any resolution or determination of the Committee or any duly authorised committee
 - (ii) acted in a manner unbecoming of a Member, or prejudicial to the purposes and interests of the Club and/or Tournament Waterskiing; or
 - (iii) brought the Club, any other Member or Tournament Waterskiing into disrepute.

That Member will be subject to and will submit unreservedly to the jurisdiction, procedures, penalties and the appeal mechanisms of the Club set out in the Regulations.

- (b) The Committee may appoint a Judiciary Committee to deal with any disciplinary matter referred to it. Such a Judiciary Committee shall operate in accordance with the procedures expressed in the Regulations but is subject always to the Act.

11. SUBSCRIPTIONS AND FEES

The annual membership subscription and any fees or other levies payable by Members on or by 1st July each year to the Club and the time for and manner of payment shall be as determined by the Committee.

12. EXISTING DIRECTORS

The Members of the Committee of the Club in office immediately prior to approval of this Constitution under the Act shall step down following such adoption of this Constitution. After this General Meeting the positions of Directors shall be filled, vacated and otherwise dealt with in accordance with this Constitution.

13. POWERS OF THE COMMITTEE

Subject to the Act and this Constitution, the business of the Club shall be managed and the powers of the Club shall be exercised by the Committee. In particular, the Committee shall act in accordance with the Objects and shall operate for the benefit of the Members and the community throughout the local area.

14. COMPOSITION OF THE COMMITTEE

14.1 Composition of the Committee

The Committee shall comprise:

- (a) seven elected directors who must all be Members and who shall be elected under **clause 15**; and
- (b) up to two appointed directors who need not be Members and who may be appointed by the Directors in accordance with **clause 16**.

14.2 Election and Appointment of Directors

- (a) The elected Directors shall be elected under **clause 15**.
- (b) The appointed Directors may be appointed under **clause 16**.

14.3 Portfolios

The Committee may allocate portfolios to directors.

15. ELECTED DIRECTORS

15.1 Nomination for Committee

- (a) Nominations for elected Director positions shall be called for forty-eight (48) days prior to the annual general meeting. When calling for nominations, details of the necessary qualifications and job descriptions for the positions shall also be provided. Qualifications and job descriptions shall be determined by the Committee from time to time.
- (b) Nominees for elected Director positions must declare any position they hold in an NSO or SSO.

15.2 Form of Nomination

Nominations must be:

- (a) in writing;
- (b) on the prescribed form (if any) provided for that purpose;
- (c) signed by two Individual Members;
- (d) certified by the nominee (who must be a Member) expressing his willingness to accept the position for which he is nominated; and
- (e) delivered to the Club not less than twenty one (21) days before the date fixed for the annual general meeting.

15.3 Elections

- (a) If the number of nominations received is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies on the Committee, then those nominated shall be declared elected only if approved by the majority of Members entitled to vote.
- (b) If there are insufficient nominations received to fill all vacancies on the Committee, or if a person is not approved by the majority of Members under **clause 15.3(a)**, the positions will be deemed casual vacancies under **clause 17.1**.
- (c) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order for each vacancy on the Committee.
- (d) Voting shall be conducted in such a manner and by such a method as determined by the Committee from time to time.

15.4 Term of Appointment for Elected Directors

- (a) Directors elected under **clause 15** shall be elected for a term of two years. Subject to provisions in this Constitution relating to early retirement or removal of Directors, elected Directors shall remain in office from the conclusion of the annual general meeting at which the election occurred until the conclusion of the second annual general meeting following.
- (b) Four (4) elected Directors shall retire in each odd year and four (4) elected Directors shall retire in each even year until, after two (2) years the eight (8) original elected Directors have retired after which those elected Directors (or their replacements) who first retired, shall retire and so on.
- (c) The sequence of retirements under **clause 15.4(b)** to ensure rotational terms shall be determined by the Committee. If the Committee can not agree it will be determined by lot.
- (d) Following the adoption of this Constitution, no person who has served as an elected Director for a period of four (4) consecutive full terms shall be eligible for election as an elected Director until the next annual general meeting following the date of conclusion of his last term as an elected Director.

16. APPOINTED DIRECTORS

16.1 Appointment of Directors

The elected Directors may appoint up to two (2) appointed Directors.

16.2 Qualifications for Appointed Directors

The appointed Directors may have specific skills in commerce, finance, marketing, law or business generally or such other skills which complement the Committee composition. They do not need to be Members.

16.3 Term of Appointment

- (a) Appointed directors may be appointed by the elected directors under this Constitution for a term of two years, which shall commence from the first Committee meeting after the annual general meeting until after the conclusion of the second annual general meeting that follows.

- (b) Appointed Directors may be appointed to ensure rotational terms that coincide with the elected Directors' rotational terms.
- (c) Any adjustment to the term of appointed Directors appointed under this Constitution necessary to ensure rotational terms under this Constitution shall be determined by the Committee.
- (d) Following the adoption of this Constitution, no person who has served as an appointed Director for a period of four (4) consecutive full terms shall be eligible for appointment as an appointed Director until the next annual general meeting following the date of conclusion of his last term as an appointed Director.

17. VACANCIES ON THE COMMITTEE

17.1 Casual Vacancies

Any casual vacancy occurring in the position of Director may be filled by the remaining Directors from among appropriately qualified persons. Any casual vacancy may only be filled for the remainder of the Director's term under this Constitution.

17.2 Grounds for Termination of Director

In addition to the circumstances in which the office of a Director becomes vacant by virtue of the Act, the office of a Director becomes vacant if the Director:

- (a) dies
- (b) becomes bankrupt or makes any arrangement or composition with his creditors generally
- (c) becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health
- (d) resigns his office in writing to the Club
- (e) is absent without the consent of the Committee from meetings of the Committee held during a period of six months
- (f) holds any office of employment with the Club without the approval of the Committee
- (g) is directly or indirectly interested in any contract or proposed contract with the Club and fails to declare the nature of that interest
- (h) in the opinion of the Committee (but subject always to this Constitution):
 - (i) has acted in a manner unbecoming or prejudicial to the Objects and interests of the Club
 - (i) has brought the Club into disrepute
- (i) is removed by Special Resolution; or
- (j) would otherwise be prohibited from being a director of a corporation under the *Corporations Act 2001 (Cth.)*.

17.3 Committee May Act

In the event of a casual vacancy or vacancies in the office of a Director or Directors, the remaining Directors may act. However, if the number of remaining Directors is not sufficient to constitute a quorum at a meeting of the Committee, they may act only for the purpose of increasing the number of Director to a number sufficient to constitute a quorum.

18. MEETINGS OF THE COMMITTEE

18.1 Committee to Meet

The Committee shall meet as often as is deemed necessary in every calendar year for the dispatch of business (and shall be at least as often as is required under the Act). Subject to this Constitution, it may adjourn and otherwise regulate its meetings as it thinks fit. A director may at any time convene a meeting of the Committee within reasonable time.

18.2 Decisions of Committee

Subject to this Constitution, questions arising at any meeting of the Committee shall be decided by a majority of votes and a determination of a majority of directors shall for all purposes be deemed a determination of the Committee. All directors shall have one vote on any question. Where voting is equal, the chairperson may exercise a casting vote. If the chairperson does not exercise a casting vote, the motion will be lost.

18.3 Resolutions Not in Meeting

- (a) A resolution in writing that has been signed or assented to by telegram, cablegram, radiogram, facsimile, telex or other form of visible or other electronic communication by all the directors for the time being present in Australia shall be as valid and effectual as if it had been passed at a meeting of directors duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the directors.
- (b) Without limiting the power of the Committee to regulate its meetings as it thinks fit, a meeting of the Committee may be held where one or more of the directors is not physically present at the meeting, provided that:
 - (i) All persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously whether by means of telephone or other form of communication.
 - (ii) Notice of the meeting is given to all the directors entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Committee or this Constitution. The notice will specify that directors are not required to be present in person.
 - (iii) If a failure in communications prevents **clause 18.3(b)(i)** from being satisfied by the number of directors which constitutes a quorum, and none of such directors are present at the place where the meeting is deemed by virtue of the further provisions of this rule to be held, then the meeting shall be suspended until **clause 18.3(b)(i)** is satisfied again. If such condition is not satisfied within fifteen minutes from the interruption, the meeting shall be deemed to have been terminated or adjourned.
 - (iv) Any meeting held where one or more of the directors is not physically present shall be deemed to be held at the place specified in the notice of the meeting, provided a director is there present. If no director is there present, the meeting shall be deemed to be held at the place where the chairperson of the meeting is located.

18.4 Quorum

At meetings of the Committee the number of Directors whose presence is required to constitute a quorum is six (6).

18.5 Notice of Committee Meetings

Unless all Directors agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their apology or presence) not less than fourteen (14) days written notice of the meeting of the Committee shall be given to each Director. The agenda shall be forwarded to each Director not less than four (4) days prior to such meeting.

18.6 Chairperson

The Committee shall appoint a chairperson from among its number. The chairperson shall be the nominal head of the Club and will act as chair of any Committee meeting or General Meeting at which he is present. If the chairperson is not present, or is unwilling or unable to preside at a Committee meeting the remaining Directors shall appoint another Director to preside as chair for that meeting only.

18.7 Conflict of Interest

A Director shall declare his interest in any contractual, selection, disciplinary, or financial matter in which a conflict of interest arises or may arise. He shall, unless otherwise determined by the Committee, absent himself from discussions of such matters and shall not be entitled to vote in respect of such matters. If the director casts a vote, the vote shall not be counted. In the event of any uncertainty as to whether it is necessary for a Director to absent himself from discussions and refrain from voting, the issue should be immediately determined by vote of the Committee. If this is not possible, the matter shall be adjourned or deferred.

18.8 Disclosure of Interests

- (a) The nature of the interest of a director must be declared at the meeting of the Committee at which the relevant matter is first taken into consideration, if the interest then exists. In any other case, the interest should be revealed to the Committee at the next meeting of the Committee. If a director becomes interested in a matter after it is made or entered into, the declaration of the interest must be made at the first meeting of the Committee held after the director becomes interested.
- (b) All disclosed interests must also be disclosed to each annual general meeting in accordance with the Act.

18.9 General Disclosure

A general notice stating that a director is a Member of any specified firm or company and that he is 'interested' in all transactions with that firm or company is sufficient declaration under **clause 18.8**. After the distribution of the general notice, it is not necessary for the director to give a special notice regarding any particular transaction with that firm or company.

18.10 Recording Disclosures

Any declaration made, any disclosure or any general notice given by a director in accordance with **clauses 18.7, 18.8** and/or **18.9** must be recorded in the minutes of the relevant meeting.

19. DELEGATIONS

19.1 Committee May Delegate Functions

The Committee may, by instrument in writing, create, establish or appoint special committees, Individual officers and consultants to carry out specific duties and functions.

It will determine what powers these committees are given. In exercising its power under this clause, the Committee must take into account broad stakeholder involvement.

19.2 Delegation by Instrument

In the establishing instrument, the Committee may delegate such functions as are specified in the instrument, other than:

- (a) this power of delegation; and
- (b) a function imposed on the Committee or the executive officer by the Act, any other law, this Constitution, or by resolution of the Club in a General Meeting.

19.3 Delegated Function Exercised in Accordance with Terms

A function, the exercise of which has been delegated under this clause, may, while the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.

19.4 Procedure of Delegated Entity

The procedures for any entity exercising delegated power shall, subject to this Constitution and with any necessary or incidental amendment, be the same as that applicable to meetings of the Committee under **clause 18**. The entity exercising delegated powers shall make decisions in accordance with the Objects, and it shall promptly provide the Committee with details of all material decisions. The entity shall also provide any other reports, minutes and information required by the Committee.

19.5 Delegation May Be Conditional

A delegation under this clause may be made subject to certain conditions or limitations regarding the exercise of any function. These may be specified in the delegation.

19.6 Revocation of Delegation

At any time the Committee may, by instrument in writing, revoke wholly or in part any delegation made under this clause. It may amend or repeal any decision made by a body or person under this clause.

20. SEAL

- (a) The Club may have a Seal upon which its corporate name shall appear in legible characters.
- (b) The Seal shall not be used without the express authorisation of the Committee. Every use of the Seal shall be recorded in the Club's minute book. Two directors must witness every use of the Seal, unless the Committee determines otherwise.

21. ANNUAL GENERAL MEETING

- (a) The Club's annual general meeting shall be held in accordance with the Act and this Constitution. It should be held on a date and at a venue determined by the Committee.
- (b) All General Meetings other than the annual general meeting shall be special General Meetings and shall be held in accordance with this Constitution.

22. SPECIAL GENERAL MEETINGS

22.1 Special General Meetings May be Held

The Committee may, whenever it thinks fit, convene a special general meeting. When, but for this clause, more than fifteen months elapses between annual general meetings, the Committee shall convene a special general meeting before the expiration of that period.

22.2 Requisition of Special General Meetings

- (a) The secretary will convene a special general meeting when fifty per cent of Members (no less) submit a requisition in writing.
- (b) The requisition for a special general meeting shall state the object(s) of the meeting, be signed by the Members making the requisition and be sent to the Club. The requisition may consist of several documents in a like form, each signed by one or more of the Members making the requisition.
- (c) If the Committee does not cause a special general meeting to be held one month after the date in which the requisition is sent to the Club, the Members making the requisition, or any of them, may convene a special general meeting to be held no later than three months after that date.
- (d) A special general meeting convened by Members under this Constitution shall be convened in the same manner, or as close as possible, as those convened by the Committee.

23. NOTICE OF GENERAL MEETING

- (a) Notice of every General Meeting shall be given to every Life Member and Individual Member entitled to receive notice. Notices shall be sent to the addresses appearing in the Club's Register. The auditor and Directors shall also be entitled to receive notice of every General Meeting. This will be sent to the auditor's last known address. No other person shall be entitled, as of right, to receive notices of General Meetings.
- (b) A notice of a General Meeting shall specify the place, day and hour of the meeting and shall state the business to be transacted at the meeting.
- (c) At least twenty-one (21) days' notice of a General Meeting shall be given to those Members entitled to receive notice, together with:
 - (i) the agenda for the meeting; and
 - (ii) any notice of motion received from Members entitled to vote.
- (d) Notice of every general meeting shall be given in the manner authorised in **clause 37**.

24. BUSINESS

- (a) The business to be transacted at the annual general meeting includes the consideration of accounts and the reports of the Committee and auditors, the election of directors under this Constitution and the appointment of the auditors.
- (b) All business that is transacted at a general meeting and at an annual general meeting, with the exception of those matters set down in **clause 24(a)**, shall be special business.
- (c) No business other than that stated on the notice for a general meeting shall be transacted at that meeting.

25. NOTICES OF MOTION

Members entitled to vote may submit notices of motion for inclusion as special business at a general meeting. All notices of motion must be submitted in writing to the Club no less than twenty one days (excluding receiving date and meeting date) prior to the general meeting.

26. PROCEEDINGS AT GENERAL MEETINGS

26.1 Quorum

No business shall be transacted at any general meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings of the Club shall be Fifty percent of voting Members.

26.2 Chairperson to Preside

The chairperson of the Committee shall, subject to this Constitution, preside as chair at every general meeting except:

- (a) in relation to any election for which the chairperson is a nominee; or
- (b) where a conflict of interest exists.

If the chairperson is not present, or is unwilling or unable to preside, the delegates present shall appoint another director to preside as chairperson for that meeting only.

26.3 Adjournment of Meeting

- (a) If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall be adjourned until the same day in the next week at the same time and place or to a date, time or place determined by the chairperson. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting will lapse.
- (b) The chairperson may, with the consent of any meeting at which a quorum is present, and shall, if so directed by the meeting, adjourn the meeting from time to time and from place to place. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (c) When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (d) Except as provided in **clause 26.3(c)** it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

26.4 Voting Procedure

At any meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by:

- (a) the chairperson; or
- (b) a simple majority of the Members.

26.5 Recording of Determinations

Unless a poll is demanded under **clause 26.4**, the chairperson's declaration shall be conclusive evidence of the result of a resolution decided by a show of hands. The declaration does not need to record the number of votes in favour of or against the resolution; the result of the resolution must be recorded in the Club's book of proceedings.

26.6 Where Poll Demanded

If a poll is duly demanded under **clause 26.4** it shall be taken in such a manner and either at once or after an interval or adjournment or otherwise as the chairperson directs. The result of the poll shall be the resolution of the meeting.

27. VOTING AT GENERAL MEETINGS

27.1 Members Entitled to Vote

Each Individual Member shall be entitled to one vote at General Meetings. No other Member shall be entitled to vote but shall, subject to this Constitution, have and be entitled to exercise those rights set out in **clause 5.1**.

27.2 Chairperson May Exercise Casting Vote

Where voting at General Meetings is equal, the chairperson may exercise a casting vote. If the chairperson does not exercise a casting vote the motion will be lost.

27.3 Proxy Voting

Proxy voting shall not be permitted at all General Meetings.

27.4 Postal Voting

No motion shall be determined by a postal ballot unless determined by the Committee. If the Committee so determines, the postal ballot shall be conducted under the procedures set by the Committee from time to time.

28. GRIEVANCE PROCEDURE

- (a) The grievance procedure set out in this rule applies to disputes under these rules between a Member and:
 - (i) another Member; or
 - (ii) the Club.
- (b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen days after the dispute comes to the attention of all parties.

- (c) If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties must, within ten (10) days, refer the dispute for resolution to an independent tribunal established by the NSO in accordance with the procedures determined by the NSO from time to time.
- (d) The Committee may refer the following matters for investigation or determination by a Judiciary Committee in its sole discretion:
 - (i) Breach of Constitution etc: an allegation or grievance (not being vexatious, trifling or frivolous) by a complainant (who may be, but need not be, an Individual Member) that an Individual Member or Life Member has:
 - (A) breached, failed, refused or neglected to comply with a provision of this Constitution, the Regulations or any other resolution or determination by the committee; or
 - (B) acted in a manner unbecoming of a Member or prejudicial to the Objects and interests of the Club ; or
 - (C) brought the Club into disrepute; or
 - (ii) Disciplinary Matter: where the Committee (in its sole discretion) considers the matter is of a serious enough nature, an appeal from an Individual Member who has received a penalty or an adverse finding in disciplinary proceedings conducted, provided that the Individual Member has first exhausted all avenues of appeal available under the constitution of the Club;

and any such Individual Member and/or Life Member will be subject to, and submits unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms of AWWF set out in the Regulations..

29. RECORDS AND ACCOUNTS

29.1 Records

The Club shall establish and maintain proper records and minutes concerning all of its transactions, business, meetings and dealings (including those of the Club and the Committee). It shall produce these as appropriate at each Committee or general meeting.

29.2 Records Kept in Accordance with the Act

Proper accounting and other records shall be kept in accordance with the Act. The books of account shall be kept in the care and control of the Secretary.

29.3 Committee to Submit Accounts

The Committee shall submit the Club's statements of account to the Members at the annual general meeting in accordance with this Constitution and the Act.

29.4 Accounts Conclusive

The statements of account, when approved or adopted by an annual general meeting, shall be conclusive except when errors have been discovered within three months after such approval or adoption.

29.5 Accounts to be sent to Members

The Secretary shall cause to be sent to all persons entitled to receive notice of annual general meetings in accordance with this Constitution, a copy of the statements of account,

the Committee's report, the auditor's report and every other document required under the Act (if any).

29.6 Negotiable Instruments

All cheques, promissory notes, bankers, drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Club, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by any two duly authorised directors or in such other manner as the Committee determines.

30. AUDITOR

- (a) A properly qualified auditor or auditors may be appointed by the Club in a general meeting. The auditor's duties shall be regulated in accordance with the Act. If no relevant provisions exist under the Act the duties shall be regulated in accordance with the *Corporations Act 2001 (Cth.)* and generally accepted principles and/or any applicable code of conduct. The auditor may be removed by the Club in a general meeting.
- (b) The accounts of the Club may be examined and the correctness of the profit and loss accounts and balance sheets may be ascertained by an auditor or auditors at the conclusion of each financial year.

31. INCOME

- 31.1** Income and property of the Association shall be derived from such sources as the Committee determines from time to time.
- 31.2** The income and property of the Club shall be applied solely towards the promotion of the Objects.
- 31.3** Except as prescribed in this Constitution or the Act:
 - (a) no portion of the income or property of the Club shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise to any Member
 - (b) no remuneration or other benefit in money or money's worth shall be paid or given by the Club to any Member who holds any office of the Club.
- 31.4** Payment in good faith of or to any Member can be made for:
 - (a) any services actually rendered to the Club whether as an employee, director or otherwise
 - (b) goods supplied to the Club in the ordinary and usual course of operation
 - (c) interest on money borrowed from any Member
 - (d) rent for premises demised or let by any Member to the Club; or
 - (e) any out-of-pocket expenses incurred by a Member on behalf of the Club.

Nothing in **clauses 31.2 or 31.3** preclude such payments provided they do not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

32. WINDING UP

- (a) Subject to this Constitution the Club may be wound up in accordance with the Act.

- (b) The liability of the Members of the Club is limited.
- (c) Every Member undertakes to contribute to the assets of the Club in the event of it being wound up while a Member, or within one year after ceasing to be a Member, for payment of the debts and liabilities of the Club contracted before the time at which they ceased to be a Member and towards the costs, charges and expenses of winding up the Club, such an amount not exceeding one dollar (\$1.00).

33. DISTRIBUTION OF PROPERTY ON WINDING UP

If upon winding up or dissolution of the Club there remains, after satisfaction of all its debts and liabilities, any assets or property, they shall not be paid to or distributed among the Members. Instead, the assets or property shall be given or transferred to another organisation(s) that has Objects similar to those of the Club. The organisation(s) must prohibit the distribution of its income and property among its Members to an extent at least as great as that imposed on the Club by this Constitution. The organisation(s) is to be determined by the Members in a general meeting at or before the time of dissolution. If this does not occur, the decision is to be made by a judge of the Supreme Court of New South Wales or other court as may have or acquire jurisdiction in the matter.

34. ALTERATION OF CONSTITUTION

This Constitution shall not be altered except by Special Resolution.

35. REGULATIONS

35.1 Committee to Formulate Regulations

The Committee may formulate issue, adopt, interpret and amend Regulations for the proper advancement, management and administration of the Club, the advancement of the purposes of the Club and Tournament Waterskiing in the local area. Such Regulations must be consistent with the Constitution and any policy directives of the Committee.

35.2 Regulations Binding

All Regulations are binding on the Club and all Members.

35.3 Regulations Deemed Applicable

All clauses, rules, by-laws and regulations of the Club in force at the date of the approval of this Constitution (as long as such clauses, rules, by-laws and regulations are not inconsistent with or have been replaced by, this Constitution) shall be deemed to be Regulations and shall continue to apply.

35.4 Bulletins Binding on Members

Amendments, alterations, interpretations or other changes to Regulations shall be advised to Members by means of bulletins approved by the Committee and prepared and issued by the Club. The Club shall take reasonable steps to distribute information in the bulletins to Members. The matters in the bulletins are binding on all Members.

36. STATUS AND COMPLIANCE OF CLUB

36.1 Recognition of Club

The Club is a Member of the regional and/or state bodies for Tournament Waterskiing and is recognised by those bodies as the entity responsible for the delivery of Tournament Waterskiing in the local area and is subject to compliance with this Constitution. The regional

and/or state bodies' Constitutions shall continue to be so recognised and shall administer Tournament Waterskiing in the local area in accordance with the Objects.

36.2 Constitution of the Club

This Constitution will clearly reflect the Objects of the region and state bodies for Tournament Waterskiing and will conform to the Constitutions of those bodies, subject always to the Act.

36.3 Region and SSO

The Club may not resign, disaffiliate or otherwise seek to withdraw from its regional and/or state body without approval by Special Resolution.

37. NOTICE

- (a) Notices may be given by the Club to any person entitled under this Constitution to receive any notice. The notice can be sent by pre-paid post or facsimile transmission or, where available, by electronic mail to the Member's registered address or facsimile number or electronic mail address. In the case of a delegate, the notice can be sent to the last recorded address, facsimile number or electronic mail address.
- (b) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting the notice. Service of the notice is deemed to have been effected three days after posting.
- (c) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to/or received at the facsimile number to which it was sent.
- (d) Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected the next business day after it was sent.

38. INDEMNITY

- (a) Every director and employee of the Club will be indemnified out of the property and assets of the Club against any liability incurred by them in their capacity as director or employee in defending any proceedings, civil or criminal, in which judgement is given in their favour or in which they are acquitted or connected with any application in relation to any such proceedings in which relief is granted by the Court.
- (b) The Club shall indemnify its directors and employees against all damages and losses (including legal costs) for which any such director or employee may be or become liable to any third party in consequence of any act or omission, except wilful misconduct:
 - (ii) in the case of a director, performed or made while acting on behalf of and with the authority, express or implied, of the Club; or
 - (iii) in the case of an employee, performed or made in the course of, and within the scope of, their employment by the Club.



2024
RISK ASSESSMENT &
ACTION PLANS

SYDNEY WATER SKI CLUB (SWSC)
FLOYD BAY
TRAINING FACILITY

On Floyd Bay, Rowley Park
Lands At the end of Hollywood
Drive, Rowley Point Road,
Lansvale



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RISK ASSESSMENT

This Risk Assessment has been produced for Sydney Water Ski Club (SWSC). Training and tournaments are conducted on a permanent slalom course situated on the Floyd Bay, Chipping Norton directly adjacent to Rowley Park Lands at the end of Hollywood Drive, Rowleys Point Road, Lansvale.

The Risk Assessment has taken into consideration all hazards that may be encountered both on the water and surrounding lands. Four Action Plans have been produced to cover the main categories identified in the Risk Tables.

OBJECTIVE

To identify perceived risks that may impact or be associated with the management, control or functions of the SWSC slalom, jump and trick ski training to be conducted on: Floyd Bay, Sydney.

AIM

To ensure that adequate treatment and control of risk categories are identified in the risk action plan

LOW LEVEL RISKS

LOW LEVEL RISKS WILL BE ACCEPTED AS NORMAL COURSE OF BUSINESS



RISK REGISTER

EVENT: Sydney Water Ski Club, Floyd Bay. Rowleys Point Road, Lansvale

Ser	Risk Type	Consequence (1-5)	Likelihood (1-5)	Level of Risk (c x d)	Risk Treatment	Responsibility	Time Table	Monitoring Agent	Risk Priority
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
1	<i>Swimmers Within Training Area</i>	4	2	8	❖ Training area checked for swimmers prior to, and during, any training run.	Boat Driver Assisted by any members on the Bank awaiting their turn.	Prior to each training run	User	3
2	<i>Debris on Lake</i>	3	3	9	❖ Event area checked for cleanliness prior to event commencing.	Boat Driver	Prior to commencement of training	User	2
3	<i>Other craft within ski site training area</i>	3	2	6	❖ Ski site checked prior to, and during any training run.	Boat Driver	Prior to each run	User	4
4	<i>Injury to Participants</i>	3	3	9	❖ All skiing participants to wear appropriate PFD's. (except whilst trick skiing) ❖ All ropes and couplings checked prior to the event. ❖ First-aid kit available. ❖ Mobile Telephone available	Boat Driver Observer	Prior to and During any training session	User	1
5	<i>Structure Collapse</i>	3	1	3	❖ Jump checked for safety, security & stability.	Jump Co-Ordinator	Prior to jump training	User	8
6	<i>Collision of Boats During Training</i>	5	1	5	❖ Only one boat performing at a time.	Boat Driver	During all training sessions	Boat Driver	5
7	<i>Fire</i>	4	1	4	❖ Appropriate fire fighting equipment on the ski boat.	Boat Owner	During all training sessions	Boat Driver	6
8	<i>Emergency Services Required</i>	4	1	4	❖ Mobile phone available to contact Emergency Services.	Boat Owner	During all training	User	7



Ser	Risk Type	Consequence (1-5)	Likelihood (1-5)	Level of Risk (c x d)	Risk Treatment	Responsibility	Time Table	Monitoring Agent	Risk Priority
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
9	Noise	2	1	2	❖ Use of Boats only with under-waterline exhaust systems.	SWSC	During all training sessions	Committee	10
10	Power Failure	N/A			❖ N/ A				14
11	Environmental Damage	2	1	1	❖ Driving in accordance with tournament rules only. Minimise boat wash.	SWSC	During all training sessions	Boat driver	11
12	Toilets	1	1	1	❖ At Rowley Park or Personal Home, Chipping Norton.	SWSC	During all Tournaments	Tournament Co-Ordinator	12
13	Permits	1	1	1	❖ Aquatic Licence	SWSC	Yearly	President	13
14	Petrol and Oil Spillage	3	1	3	❖ No Refuelling on the River. One 20l Fuel Container permitted for refueling the boat out of the water.	Boat Owner	During all training sessions	User	9

Key:

1. **SWSC:** Sydney Water Ski Club
2. **PFD:** Personal Floatation Device



RISK CONSEQUENCE TABLE

(Column C of the plan)

Ser (a)	Rating (b)	Description (c)	Remarks (d)
1	1	Insignificant	a. no injuries or fatalities; b. little community disruption; or c. no environmental or other damage.
2	2	Minor	a. small number of injuries; no fatalities; b. only first-aid required; or c. some environmental or other damage (but not lasting). d.
3	3	Moderate	a. hospital treatment required; no fatalities; b. some community inconvenience; c. some environmental damage (small long-term affect); or other d. damage. e.
4	4	Major	a. extensive injuries; significant b. hospitalisation; some services unavailable; c. extensive environmental damage (long term affect); other extensive d. damage; or e. some community displacement. f.
5	5	Severe	a. fatalities; b. injuries and extended hospitalisation periods; widespread c. community displacement; extensive and widespread d. damage; e. significant short or long term environmental damage.



RISK LIKELIHOOD TABLE

(Column D of the plan)

Ser	Rating	Scale	Criteria
(a)	(b)	(c)	(d)
1	1	Remote	a. Would only occur in highly exceptional circumstances. b. An extremely remote chance of an occurrence.
2	2	Unlikely	a. Not likely to occur. b. A small, but remote chance of occurrence due to the circumstances or situations that could arise.
3	3	Possible	a. Likely to occur at least once, but not expected to occur much more than this.
4	4	Likely	a. Likely to occur more than once, but not an 'everyday' occurrence. Preconditions will arise at times. b.
5	5	Almost Certain	a. Will occur. b. Circumstances are likely to arise often throughout the period which will provide the opportunity for the crystallisation of the risk. Expect frequent/regular occurrences. c.



SWSC RISK ACTION PLAN NUMBER 1 – SKI SITE RULES

TRAINING RULES

AWWF TOURNAMENT WATER SKI RULES APPLY AT ALL TIMES

All training will be conducted on the basis of the “IWWF Waterski Rules” as updated, approved and published by the International Water Ski Federation (IWWF).

These Rules can be viewed here:

https://iwwf.sport/wp-content/uploads/2024/02/IWWF-World-Waterski-Rules-2024_V1.pdf

In addition the following local rules applicable to the Floyd Bay training site will apply.

Sydney Water Ski Club Objective & Rules. (As at 1//1/09)

Club Objectives

Are to foster and develop the sport of Tournament Water Skiing both at a Local, State and National level.

To maintain a harmonic relationship with other users of the Chipping Norton Waterway, adjacent councils, NSW Maritime and the people of neighboring areas and the city of Sydney generally.

Club Rules

The club will have limited membership to ensure that the correct water ski activities take place.

All drivers are to produce a photocopy of their current Boat Registration and Boat License at the time of application.

All members and boat owners must have current insurance to cover boats and public risk for water skiers.

Although Sydney Water Ski Club has an ‘Aquatic License’ for use of the designated water area as a slalom course and jump for water skiing activities, the area is also a boating channel and all NSW Maritime and Waterway Regulations must be strictly followed.

All members of the Sydney Water Ski Club must be financial members of the Australian Waterski and Wakeboard Federation (AWWF) for insurance purposes. The Federation is the oversight body for all disciplines within tournament water skiing, wakeboarding, barefoot and ski racing.

Participation in a ski site orientation day is mandatory for any person driving on the club’s ski site. Orientation will be conducted by a club driver, authorised by the Committee, and shall be conducted using the Member’s own boat or club boat Driver/s must pass both in proficiency and safety to the standard / satisfaction of the committee member. Safety issues on the course, jump & ski site are paramount at all times.

Members will have usage of this licensed slalom course, jump and ski site, utilising the member’s own boat, on days in which the site is not being used by the club boat – advance bookings are essential with the Club Booking Officer.



Club days are emailed or SMS out as time permits generally a week in advance (for a Saturday or Sunday). If this is not done then Members are able to book the course on a weekend.

All Club members (both Full and 2nd Tier) are required to book usage of the course in advance with the Club Booking Officer when wishing using their own boat at the site.

Usage of the club boat is restricted to Full Members. This is due to the sheer number of existing full members and time on the water. Club boat days are already full to capacity as a result of this. 2nd Tier Members can ski on tournament days.

The water ski site is NOT to be used for general skiing activities. Only organised training will take place.

No people, other than financial Sydney Water Ski Club members, who are also financial AWWF members, are permitted to use the slalom course or jump. I.e. Members are not permitted to 'bring a mate along for a try' if that person is not a Sydney Water Ski Club member and also covered for insurance purposes under the AWWF.

Only one boat to operate on the ski site at anyone time. (Exceptions may be made for trick skiing only where two may operate and also for the safety / pick-up tinnie at tournaments).

Drivers are to respect and facilitate the needs of other boaters using the launching ramp.

All powerboats will be fitted with mufflers and exhaust outlets must be below water line. All boats must be scrutineered by Committee prior to membership acceptance.

Slalom, Trick and Jump is only to be conducted in the main course area.

Observers to be used at all times.

No alcohol to be consumed by skiers and drivers

Leave the area in clean and tidy condition. Take all own rubbish away at end of training period.

Due to the small number of members in the club, members will be expected to attend most working bees, course maintenance days, disabled come-and-try days and contribute time and effort in some way.

Membership may come under review by the Committee if the rules are breached. A membership may be canceled on a recommendation by Committee Members and endorsed by the committee if:

- Members abuse the rules of the Sydney Water Ski Club site as set down by the Committee.
- Members display an unsavory and uncooperative attitude to other users of the site.



SWSC RISK ACTION PLAN NUMBER 2 - EMERGENCY PROCEDURES

Sydney Water Ski Club – Floyd Bay Ski Site Accident / Emergency Response

1. Check Danger, Response, Airway, Breathing, Circulation – see next page.
2. If patient is unconscious or complaining of head, neck or back pain, assume that there could be a spinal injury and take care not to twist or bend the spine.
3. If injured person is unconscious, or has suspected head or spinal injuries, CALL AN AMBULANCE.
4. If in doubt, call the ambulance dispatcher and ask for advice.
5. For any injury, write down answers to the questions below. This is important for treatment, and also for insurance purposes later.

Date	Time
Patient Name	
What has happened (describe the accident)	
What injuries are evident?	
What is the condition of the patient?	
Treatment given	
Name	Signature

If an ambulance is required:

- With a mobile phone, dial 000.
- Ask for an ambulance.
- Identify yourself, and answer their questions using the responses above.
- Give directions to the ski site dock as follows:

Rowley Park Lands Floyd Bay at the end of Hollywood Drive, Rowleys Point Road, Lansvale.

DANGER

Check if there is any danger to you or others eg fire. **FIX THIS FIRST.**

Check if there is any danger to the injured, eg drowning

RESPONSE

Is the injured conscious?

YES? Support the person in the water until you have determined the extent of injury.

If spinal injury is suspected, keep the person in the water until an ambulance arrives.

NO? Get into the water and support the injured person.

Gently turn the injured person onto their back and support with the mouth/nose out of the water.

AIRWAY

Check for any obstructions in the mouth. Tilt the head gently back to open the airway.

Listen for breathing. Look for chest movement.

Is breathing present?

YES? Call an ambulance.

Support the injured person in the water until they regain consciousness or an ambulance arrives. If water is too cold, make a stretcher around the person to move them to the bank

Check breathing every 2 minutes.

NO? If possible, commence resuscitation in the water. If not, possible, move to the shore or boat platform.

BREATHING

If not breathing:

- Place your mouth over injured person's mouth
- Pinch their nose closed
- Blow until their chest rises
- Lift your mouth and turn to watch the chest subside
- Repeat.

Give 5 quick breaths immediately, then check circulation (pulse) Is there a pulse?

YES? Continue EAR, one breath every 4 seconds.

Check if breathing has re-started every 10 minutes.

NO? Move the injured person to the shore, Lay them on their back.

Commence CPR.

CIRCULATION

If no circulation:

- Kneel beside the injured person.

- Put heel of one hand on the lower half of the breastbone, above the sternum.
- Grab the wrist with the other hand.
- Pump by pressing straight down and then relaxing.
- Give 15 pumps then 2 breaths, then repeat.
- 4 cycles per minute, ie a little faster than 1 pump per second.
- Check for pulse and/or breathing every 10 minutes.
- Continue until the ambulance arrives.

SWSC RISK ACTION PLAN NUMBER 3 - GENERAL RISKS

RISK: Excessive Noise / Fuel Spillage / Litter / Debris in River / Swimmers / Unauthorised Craft

SUMMARY:

Environment and Waterways regulations limit noise levels to a maximum of 78 decibels. There will be no refueling in the River.

Litter and debris will be removed from the grounds and river prior to, during and after the event.

ACTION PLAN:

1. **Excessive Noise** – Regulations limit noise levels to 78 decibels. Any craft considered exceeding the level will be removed from the approved boat register,
2. **Fuel Spillage** – There will be **NO** refueling whilst the boat is in the water.
3. **Litter and Debris** – Participants will be asked to remove their own litter, debris in the river will be monitored and removed when located.
4. **Other Craft** – The boat driver will monitor for any other craft entering the ski site area of the river designated for training. Training will not proceed until any unauthorised craft has left and any danger removed.
5. **Weather.** Weather conditions will be monitored throughout the training session with training stopped if there is any storm front approaching indicating any electrical activity (ground strikes) or thunder, participants will be brought back to the bank with the training event either canceled or continued after the storm passes.