

DEPARTMENT: Lifesaving		SUBJECT: Default Policy	
AUTHORISED BY: Club Council 25/07/2010 & 24/10/2018			
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SCOPE

This policy applies to all Active members (IE: Financial, current, proficient patrolling members) of Noosa Heads Surf Life Saving Club.

OBJECTIVE

. This policy is to define the procedures and consequences in relation to failing to fulfil patrolling obligations

SPECIFICATIONS

- It is a requirement and an expectation that rostered patrolling members attend all of their rostered shifts throughout the patrolling season
- If, for any reason, a rostered member cannot attend their shift, it is a requirement that they arrange for a substitute member to take their place, and to inform the Patrol Captain of the substitute arrangement
- If, for any reason, a substitute member cannot be arranged, it is absolutely essential to notify the Patrol Captain as early as possible prior to the day of patrol
- A default occurs when an Active Member who is rostered for patrol duties fails to attend a rostered shift, **and** fails to arrange a substitute member to attend a rostered shift in their place, except where an exemption applies as per Section 2 below
- The Patrol Captain shall have the discretion to decide if the default warrants imposition of a penalty or not. This decision would be based on, but not limited to, factors such as:
 - The Member's excuse for failing to attend
 - Sufficient notification to the Patrol Captain
 - No deficiency with regard to remaining numbers and awards covered on the patrol
 - The Member's history of attendance/absenteeism
- The Club Captain (Director of Life Saving) shall have the final say, after consultation with the Patrol Captain, on whether or not the default warrants a penalty
- Regardless of the imposition of a penalty, or not, for a default (absence), it is expected that the Member shall attend a make-up patrol of their choice prior to the end of the patrolling season. The total number of patrols attended in the season as a minimum should be equivalent to the total number of rostered patrols for that Member
- Failure to fulfil the minimum total number of patrols by the end of the season shall make the Member ineligible to claim free membership in the following year.
- The penalties to be imposed, should the need arise, shall be as defined in Section 3 below

SECTION 2: EXEMPTIONS

- Junior Members/Cadets/Nippers (ie, under 18 years of age) who hold their Surf Rescue Certificate (SRC Award), and who are on a rostered patrol. However, it remains a requirement to notify the Patrol Captain of any absence
Members who have been granted Special Circumstance or Tertiary Education exemptions. These members still have a requirement to fulfil the minimum number of patrols on which they would

normally have been rostered, but they can do so with the flexibility to choose when they attend, eg, around weekend work commitments, or during University holidays, etc

PROCEDURE

SECTION 3: PENALTIES

Penalties for patrol defaults shall have a three tiered structure; the first being the minimum penalty, the third being a Disciplinary Action. The penalties shall only apply if the Patrol Captain, or Club Captain, deem that a default (absence from patrol) warrants the imposition of a penalty:

- **First Tier (Minimum) Penalty**
 - The Member shall attend a make-up patrol plus one extra full patrol prior to the end of the season. The Club Captain has the discretion to specify the location of the extra patrol, ie either at Noosa or Peregian.
 - Notification of the penalty to the Member shall be in writing, explaining the reason for the penalty along with a copy of this Policy and a reminder of the patrolling obligations
- **Second Tier Penalty**
 - This penalty may be imposed at the recommendation of the Patrol Captain, in consultation with the Club Captain, if the Member continues to default on their patrol obligations, and especially if substitutes are not arranged or if there is no notification to the Patrol Captain of the absence (ie, continued no-shows)
 - This penalty shall require the Member to attend make-up patrols as necessary, plus extra full patrols, the number and location of which shall be at the discretion of the Club Captain
 - Notification of the penalty to the Member shall be in writing, explaining the reason for the penalty along with a copy of this Policy and a reminder of the patrolling obligations
- **Third Tier Penalty**
 - This penalty shall be imposed for continuous breaches of patrol attendance requirements and for disregard for the responsibilities and obligations of Active patrolling Members
 - The Member shall be removed from the Patrol Roster and shall be issued with an immediate and temporary suspension of Membership (including the privileges of same) pending a satisfactory response or pending further disciplinary action
 - Notification of the penalty to the Member shall be in writing, explaining the reason for the penalty along with a copy of this Policy and a reminder of the patrolling obligations