

# Circular 061:05:10



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**To:** Aquatic Sports Councils Delegates  
Aquatic Sports Council Officers  
Club Secretaries  
District Officers  
Aquatic Sports Council Executive Members  
Club Presidents  
Club Captains  
Regional Officers

**From:** Nigel Taylor ESM, Chief Executive Officer

**Date:** Thursday 20 May 2010

**Subject:** **Notification of Aquatic Sports Annual General Council Meeting  
Nominations and Elections for Aquatic Sports Council Officers**

**Action:** Nominations to be received by 4.00pm – Wednesday 30 June 2010  
Delegates to be notified  
Proxies to be appointed

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For additional details on this Circular please contact:  
Frances Evans on 03 9676 6947 or email [frances.evans@lifesavingvictoria.com.au](mailto:frances.evans@lifesavingvictoria.com.au)  
Circulars are available at [www.lifesavingvictoria.com.au/circulars](http://www.lifesavingvictoria.com.au/circulars)

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1. Notice is given of the Annual General Council Meeting of Aquatic Sports Council to be held on:

**SATURDAY 7 AUGUST 2010  
LIFE SAVING VICTORIA HEADQUARTERS  
200 THE BOULEVARD, PORT MELBOURNE  
MELWAY REF: 56:G3  
COMMENCING 11.00am**

2. The following documents are enclosed:

- Nomination Form
- Aquatic Sports Council By-Laws
- Delegate Registration Form
- Proxy appointment form
- Current ASC Delegates Listing

3. Nominations are called for the following positions on the Aquatic Sports Council and Executive (By-Law 9.1.2(a)):

- (i) Director – Aquatic Sports
- (ii) Chair
- (iii) Council Representative
- (iv) Officiating Coordinator (Chief Referee)
- (v) Competition Panel Coordinator
- (vi) Athletes' Representative
- (vii) Aquatic Sports Development Panel Coordinator

4. Delegates to Aquatic Sports Council

Clubs are required to provide details of Delegates who may vote in ASC elections. Please complete and return the attached ASC Delegate Registration Form and the Alternative Club Delegate Nomination Form.



**Important Note:** It is the responsibility of the nominee, proposer and seconder to ensure that the nomination submitted to LSV is a complete and valid nomination. The LSV Coordinator and other LSV staff are not in a position to obtain signatures of nominees, proposers or seconders.

**Nominations close at 4.00pm on Wednesday 30 June 2010**

Please note that all nomination forms and proxy appointment forms are to be lodged with Frances Evans, Life Saving Victoria Coordinator at:

**Mail:** Frances Evans  
Life Saving Victoria  
PO Box 353  
Port Melbourne DC 3205

**Direct Line:** (03) 9676 6947  
**Email:** [frances.evans@lifesavingvictoria.com.au](mailto:frances.evans@lifesavingvictoria.com.au)  
**Fax:** (03) 9681 8211



# AQUATIC SPORTS COUNCIL NOMINATION FORM

THIS NOMINATION FORM MUST BE RECEIVED AT THE REGISTERED OFFICE OF  
LIFE SAVING VICTORIA BY

**4.00pm on Wednesday 30 June 2010**

NOMINATION FOR POSITION OF: \_\_\_\_\_

NOMINEE'S NAME: (in block letters) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

CONTACT: (H) \_\_\_\_\_ (B) \_\_\_\_\_

DETAILS: (M) \_\_\_\_\_ (F) \_\_\_\_\_

EMAIL:


PROPOSER'S NAME: (in block letters) \_\_\_\_\_  
Must be either: ASC Officer or Delegate, member of the Committee of Management (or equivalent body) of an affiliated Life Saving Club or Community Organisation Member

PROPOSER'S SIGNATURE: \_\_\_\_\_

SECONDER'S NAME: (in block letters) \_\_\_\_\_  
Must be either: ASC Officer or Delegate, member of the Committee of Management (or equivalent body) of an affiliated Life Saving Club or Community Organisation Member

SECONDER'S SIGNATURE: \_\_\_\_\_

### ACCEPTANCE OF NOMINATION

I accept nomination for the Position specified above and if elected, agree to carry out all duties of the position to the best of my ability and understand that once elected I must produce a copy or receipt of my Working with Children Card check.

NOMINEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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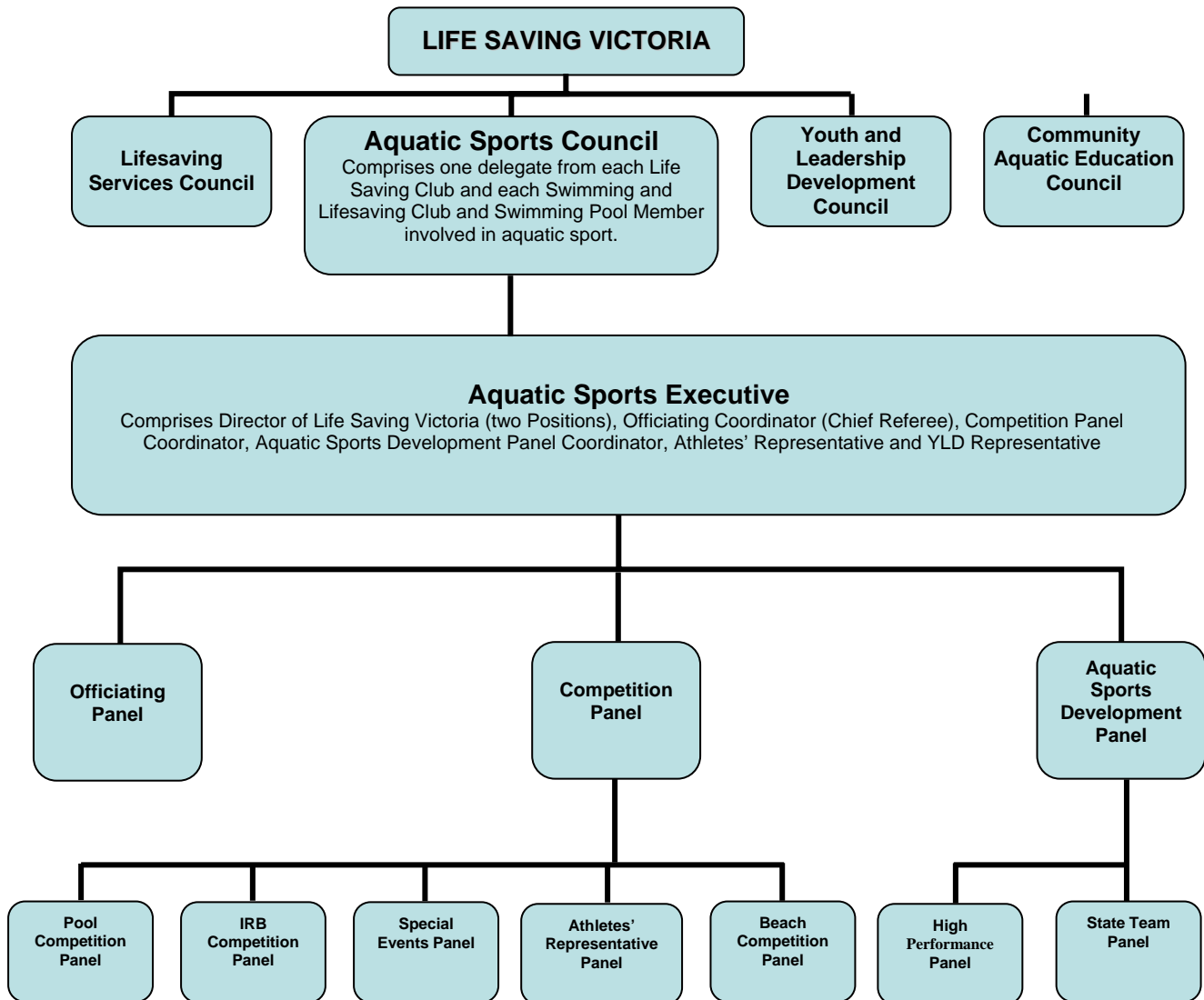
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## By Law 9.1 Aquatic Sports Council

### 9.1.1 Structure

The structure of the Aquatic Sports Council is depicted in the following chart.



### 9.1.2 Nominations for the Aquatic Sports Council (“ASC”)

- (a) Nominations are called for the following Positions:
  - (i) Director of Life Saving Victoria (two Positions) (“Directors”)
  - (ii) Chair
  - (iii) Council Representative
  - (iv) Officiating Coordinator (Chief Referee)
  - (v) Competition Panel Coordinator
  - (vi) Athletes’ Representative
  - (vii) Aquatic Sports Development Panel Coordinator
- (b) The term of office for the Directors and Chair shall be two years. The Directors shall be elected in alternate years. All other Positions shall be for a term of one year.
- (c) Nominations are called for annually in the month of June or earlier as determined by the Board and must be in the registered office of Life Saving Victoria no later than 4.00pm on the 30 June each year or the last working day immediately prior to the 30 June on which the registered office is open.
- (d) Nominations for all Positions must be in writing, proposed and seconded and on the nomination form prescribed by the Board.
- (e) Proposers and seconders must be:
  - (i) Officers of, or Delegates to the ASC; or
  - (ii) a member of the committee of management (or equivalent body) of an affiliated Life Saving Club or Associate Member,but may not be the nominee.
- (f) The nominee must accept the nomination by signing the ‘Acceptance of Nomination’ for the Position.

### 9.1.3 Delegates to the Aquatic Sports Council

- (a) Each:
  - (i) affiliated Life Saving Club; and
  - (ii) Associate Member (other than a Lifeguard) ,may appoint a Delegate to the ASC.
- (b) A Delegate appointment made in accordance with **By-Law 9.1.3(a)** remains current until further notice.

### 9.1.4 Elections for Aquatic Sports Council Officers

- (a) Elections for Positions are held at the Annual General Council Meeting, usually in the month of July. A quorum for ASC meetings is fifteen Delegates present in person or by their proxy.
- (b) In the event of there being more than one nomination for a Position, an election will held. The election result will be determined as follows:
  - (i) where two nominations are received, the nominee with the majority of votes must be declared elected; or
  - (ii) where there are more than two nominations, the election will be determined by an elimination ballot.
- (c) A person may only be elected to a maximum of two contested Positions. Upon being elected to two contested Positions, all nominations for the person for other Positions are deemed to be withdrawn.

- (d) If:
  - (i) no nominations are received for a Position by the closing date in **By-Law 9.1.2(c)**;  
or
  - (ii) the only nomination is received is deemed to be withdrawn in accordance with **By-Law 9.1.4(c)**,
 then the Chair shall call for nominations from the floor which comply with **By-Law 9.1.2(d) and (e)** (other than the requirement for writing). Nominations received from the floor will only be accepted where it is known that the nominee is willing and available to fulfil the Position.
- (e) If no nominations are received in accordance with **By-Law 9.1.4(d)**, a nomination deemed to be withdrawn in accordance with **By-Law 9.1.4(c)** may be reinstated.
 

If:

  - (i) only one nomination is received for a Position; or
  - (ii) only one nomination is reinstated for a Position in accordance with **By-Law 9.1.4(e)**,
 then the nominee will be declared elected.
- (g) Elections for Positions must be held in the same order as the Positions are listed in **By-Law 9.1.2(a)**.
- (h) Delegates appointed by affiliated Life Saving Clubs are eligible to vote in elections for all Positions.
- (i) **By-Law 9.1.4** may only be amended by a resolution passed at an Annual General Council Meeting. If a majority of Delegates resolve to amend **By-Law 9.1.4**, then subject to adoption of the amendment by the Board, the amendment will take effect at the next Annual General Council Meeting.

#### 9.1.5 Vacant Positions on the Aquatic Sports Council

- (a) If:
  - (i) at the conclusion of the Annual General Council Meeting a Position remains vacant;  
or
  - (ii) a casual vacancy arises in a Position,
 then the vacancy may be filled at the next Executive meeting.
- (b) The Executive, at its discretion, will:
  - (i) call for nominations to be voted on by the Executive; or
  - (ii) make an appointment to,  
the vacant Position.
- (c) The election result or appointment will be digested as an agenda item for the ratification at next ASC meeting.
- (d) A person may occupy more than two Positions if the person is nominated and elected or appointed to the Position in accordance with this By-Law or **By-Law 9.1.4(f)**.

#### 9.1.6 Proxy Voting

- (a) A Delegate to the ASC who is entitled to attend and cast a vote at a meeting may appoint a person as the Delegate's proxy to attend and vote for the Delegate at the meeting.
- (b) A proxy appointed to attend and vote for a Delegate has the same rights as the Delegate:
  - (i) to speak at the meeting;
  - (ii) to vote; and
  - (iii) to join in a demand for a poll.

- (c) For an appointment of a proxy to be valid:
    - (i) it must be in the prescribed form and signed by :
      - A. the Delegate; or
      - B. a member of the committee of management (or equivalent body) of the Delegate's affiliated Life Saving Club as notified to Life Saving Victoria from time to time; and
    - (ii) received at the registered office of Life Saving Victoria or by the Chair:
      - A. prior to the notified commencement time of the meeting; or
      - B. if the meeting has been adjourned, prior to notified commencement time of the resumption of the meeting.
  - (d) Unless LSV or the Chair has received written notice of the matter before the start or resumption of the meeting at which a proxy votes, a vote cast by the proxy will be valid even if, before the proxy votes:
    - (i) the appointing Delegate dies;
    - (ii) the Delegate is mentally incapacitated; and
    - (iii) the Delegate revokes the proxy's appointment.
  - (f) If a Delegate and her/his proxy are at the same meeting, only the Delegate may vote.
- A person may not exercise more than two votes at any ASC Meeting

#### 9.1.7 **Panels**

- (a) The ASC or the Executive may establish Panels.
- (b) Panels will be chaired by the elected Executive member for that Panel.
- (c) Subject to calling for expressions of interest, Panel members may be appointed by the ASC upon the recommendation of the ASC or the Executive in liaison with the elected Executive member for that Panel. A maximum of eight people may be appointed to any Panel.
- (d) Panels will be managed by the relevant staff member who will be ex-officio, non-voting at Panel meetings.

#### 9.1.8 **Conflict of Interest – Declaration at Time of Nomination**

A person nominating for any Position on the ASC shall declare any interest in any contract, agreement, activity or other matter in which a conflict of interest arises or may arise as detailed in the Conflict of Interest Policy.

#### 9.1.9 **Confidentiality**

A person elected or appointed to a Position must sign the LSV Confidentiality Agreement (in duplicate) within seven days of being elected or appointed.

#### 9.1.10 **Working with Children Check**

A person elected or appointed to a Position must within seven days of being elected or appointed submit to LSV:

- (a) a copy of their Working with Children Check card; or
- (b) a copy of their receipt of application for a Working with Children Check.



## 2010 AQUATIC SPORTS COUNCIL DELEGATE REGISTRATION FORM

The: \_\_\_\_\_ LSV  
Name of Affiliated Life Saving Club

duly appoint the following person as Aquatic Sports Council Club Delegate

\_\_\_\_\_  
Name of Aquatic Sports Council Club Delegate

### Delegate Contact details

Address: \_\_\_\_\_

AH Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email:


### Club Endorsement

<b>Position:</b> Club President or Secretary or Treasurer	_____	Date _____
	_____	
	_____	
	Name	
	Contact Number	
	Signature	

### OFFICE USE ONLY

DATE OF RECEIPT IN OFFICE

RECEIVED BY (Print Name)

_____
_____



## 2010 AQUATIC SPORTS COUNCIL ALTERNATIVE DELEGATE NOMINATION FORM

The: \_\_\_\_\_ LSV  
Name of Affiliated Life Saving Club

duly appoint the following person as Aquatic Sports Council Club Alternative Delegate

\_\_\_\_\_  
Name of Aquatic Sports Council Alternative Club Delegate

### Delegate Contact details

Address: \_\_\_\_\_  
\_\_\_\_\_

AH Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email


### Club Endorsement

<p><b>Position:</b></p> <p>Club President or _____ Name</p> <p>Secretary or _____</p> <p>Treasurer _____</p> <p>_____ Contact Number</p> <p>_____ Signature</p>	<p>Date _____</p>
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DATE OF RECEIPT IN OFFICE

RECEIVED BY (Print Name)

<p>_____</p>
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## Proxy Appointment Form

I, \_\_\_\_\_

of \_\_\_\_\_  
(insert name of affiliated Life Saving Club)

being a Delegate or a member of the committee of management (or equivalent body) of the above-named Life Saving Club, hereby appoint:

\_\_\_\_\_ (insert name of proxy)

of \_\_\_\_\_

or, failing that person, \_\_\_\_\_  
(insert name of alternative proxy)

of \_\_\_\_\_  
(insert name of affiliated Life Saving Club)

as Proxy to vote on behalf of the above named Life Saving Club's Delegate to:

\_\_\_\_\_ (insert name of Council or State Committee (as applicable))

at a meeting of the Council, to be held on \_\_\_\_\_ (insert date of meeting)

and at any adjournment thereof, or until further notice.

Proxy Endorsement: \_\_\_\_\_  
(Signature of the Delegate or member of the committee of management (or equivalent body) of the Delegate's affiliated Life Saving Club).

Date: \_\_\_\_\_  
(insert date signed)

The above named Proxy is instructed to vote in favour of # / or against # any meeting resolution.  
# Strike out whichever is not applicable.

Unless otherwise instructed, the Proxy may vote as the Proxy thinks fit.

## Aquatic Sports Council Delegates & Proxy Delegates Listing May 2010

CLUB	Aquatic Sports Council Delegate		Aquatic Sports Council Proxy Delegate	
Altona LSC	Lars	Murphy		
Anglesea SLSC	Matthew	Symington	Simone	Williams
Apollo Bay SLSC	Allan	Holmes		
Aspendale SLSC	Sanja	Van Huet		
Bancoora SLSC	Edward	Pope	Edward	Pope
Barwon Heads/13th Beach SLSC	Phil	Hughes	Alice	Bartlett
Beaumaris LSC	Marg	Hewett	Stuart	McKinnon
Black Rock LSC	Sean	Taaffe		
Bonbeach LSC	Carmen	Puskas		
Brighton LSC	Colin	Ellicott		
Cape Paterson SLSC	Alex	Pineau	Darshini	Brennan
Carrum Surf LSC	David	Hyde	Nancy	Joseph
Chelsea Longbeach SLSC	Jacqueline	Anderton	Michael	Clancy
Dromana Bay LSC	Sandra	vander Pal		
Edithvale LSC	Dianne	Montalto		
Elwood LSC	Chris	Baker	Alison	Porter
Fairhaven SLSC	Maurice	McCutcheon		
Frankston LSC	Steve	Collins	Linda	Milton
Gunnamatta SLSC	Sean	Kirwan	Rebecca	Morarty
Half Moon Bay SLSC	Soren	Luckins		
Hampton LSC	Darren	Mcleod		
Inverloch SLSC	Nick	Leman		
Jan Juc SLSC	John	Prosser		
Kennett River SLSC			Jamie	Patterson
Lakes Entrance SLSC	Cameron	King	Dale	Richardson
Lorne Surf SLSC	Graham	Rice	Tristan	Read
Mallacoota SLSC	Brent	Stevens		
Mentone LSC	Evie	Blackman		
Mildura LSC	Greg	Rhodes	Lesley	McGurgan
Mordialloc LSC	James	Evans	Michael	Barbarino
Mornington LSC	Craig	Jacobson	Karl	Russell
Mount Martha LSC	Craig	Hood	Gary	March
Ocean Grove SLSC	Denise	Graauwmans		
Point Leo SLSC	John	Horwood	Chris	Munro
Point Lonsdale SLSC	James	Coutie	Brian	Ulmer
Port Campbell SLSC			Brad	Cook
Port Fairy SLSC	Alan	King	Brad	Cook
Port Melbourne LSC	Mark	Heywood	Karl	Russell
Portland SLSC	Phil	McGibbon	Geoff	Waters
Portsea SLSC	Kelsey	Hill	Simon	Wilson
Rosebud and McCrae LSC			Rod	Stewart
Sandridge LSC	Geoff	Matthews	Frank	Veltman
Sandringham LSC	Andrew	Gluth	Tim	Stanley

Seaford Life Saving Club	Tony	Seals	Rodie	McGrath
Seaspray SLSC	Glenn	Lazzaro	Mark	Guy
Sorrento SLSC	Ken	de Heer	Allan	Holmes
South Melbourne LSC	Alison	Porter		
St Kilda LSC	Barton	Roberts		
Torquay SLSC	David	Strahan	Tristan	Read
Venus Bay SLSC	Elliot	Amalos		
Waratah Beach SLSC	Max	Collins		
Warrnambool SLSC	Rebel	Noter		
Williamstown LSC	Gillian	Schalkwijk		
Wonthaggi LSC	Mark	Scott		
Woodside Beach SLSC	Trina	Sultana	Roger	Lloyd
Woolamai Beach SLSC	Stephen	Blewett		
Wye River SLSC	John	Takac	David	Rowell