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

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

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
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: ________________________________________________________________

OFFICE USE ONLY

DATE OF RECEIPT IN OFFICE ____________________________________________

RECEIVED BY (Print Name) ____________________________________________
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.
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.

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.

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact Number</th>
<th>Date</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Club President or</td>
<td>_________________________</td>
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<tr>
<td>Secretary or</td>
<td>_________________________</td>
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<tr>
<td>Treasurer</td>
<td>_________________________</td>
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DATE OF RECEIPT IN OFFICE

RECEIVED BY (Print Name)
# 2010 AQUATIC SPORTS COUNCIL
## ALTERNATIVE DELEGATE NOMINATION FORM

The:  
Name of Affiliated Life Saving Club

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

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<th>Name of Aquatic Sports Council Alternative Club Delegate</th>
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**Delegate Contact details**

**Address:**

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**Email**

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### Club Endorsement

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<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>Club President or Secretary or Treasurer</td>
<td></td>
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<tr>
<td></td>
<td>Contact Number</td>
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<td>Signature</td>
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**DATE OF RECEIPT IN OFFICE**

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**RECEIVED BY (Print Name)**

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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 ________________________________

(insert name of affiliated Life Saving Club)

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.
<table>
<thead>
<tr>
<th>CLUB</th>
<th>Aquatic Sports Council Delegate</th>
<th>Aquatic Sports Council Proxy Delegate</th>
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<tbody>
<tr>
<td>Altona LSC</td>
<td>Lars Murphy</td>
<td>Simone Williams</td>
</tr>
<tr>
<td>Anglesea SLSC</td>
<td>Matthew Symington</td>
<td>Edward Pope</td>
</tr>
<tr>
<td>Apollo Bay SLSC</td>
<td>Allan Holmes</td>
<td>Alice Bartlett</td>
</tr>
<tr>
<td>Aspendale SLSC</td>
<td>Sanja Van Huet</td>
<td>Edward Pope</td>
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<tr>
<td>Bancoora SLSC</td>
<td>Edward Pope</td>
<td>Stuart McKinnon</td>
</tr>
<tr>
<td>Barwon Heads/13th Beach SLSC</td>
<td>Phil Hughes</td>
<td>Nancy Joseph</td>
</tr>
<tr>
<td>Beaumaris LSC</td>
<td>Marg Hewett</td>
<td>Michael Clancy</td>
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<tr>
<td>Black Rock LSC</td>
<td>Sean Taaffe</td>
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<tr>
<td>Bonbeach LSC</td>
<td>Carmen Puskas</td>
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<tr>
<td>Brighton LSC</td>
<td>Colin Ellicott</td>
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<tr>
<td>Cape Paterson SLSC</td>
<td>Alex Pineau</td>
<td>Darshini Brennan</td>
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<tr>
<td>Carrum Surf LSC</td>
<td>David Hyde</td>
<td>Nancy Joseph</td>
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<tr>
<td>Chelsea Longbeach SLSC</td>
<td>Jacqueline Anderton</td>
<td>Michael Clancy</td>
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<td>Dromana Bay LSC</td>
<td>Sandra vander Pal</td>
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<tr>
<td>Edithvale LSC</td>
<td>Dianne Montalto</td>
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<tr>
<td>Elwood LSC</td>
<td>Chris Baker</td>
<td>Alison Porter</td>
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<tr>
<td>Fairhaven SLSC</td>
<td>Maurice McCutcheon</td>
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<tr>
<td>Frankston LSC</td>
<td>Steve Collins</td>
<td>Linda Milton</td>
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<tr>
<td>Gunnamatta SLSC</td>
<td>Sean Kirwan</td>
<td>Rebecca Morarty</td>
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<td>Half Moon Bay SLSC</td>
<td>Soren Luckins</td>
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<td>Hampton LSC</td>
<td>Darren Mcleod</td>
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<td>Inverloch SLSC</td>
<td>Nick Leman</td>
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<tr>
<td>Jan Juc SLSC</td>
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<td>Kennett River SLSC</td>
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<td>Lakes Entrance SLSC</td>
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<td>Simon Wilson</td>
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<td>Frank Veltman</td>
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<td>Andrew Gluth</td>
<td>Tim Stanley</td>
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<tr>
<td>Seaford Life Saving Club</td>
<td>Tony</td>
<td>Seals</td>
</tr>
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<td>Seaspray SLSC</td>
<td>Glenn</td>
<td>Lazzaro</td>
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<td>Trina</td>
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<tr>
<td>Woolamai Beach SLSC</td>
<td>Stephen</td>
<td>Blewett</td>
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<tr>
<td>Wye River SLSC</td>
<td>John</td>
<td>Takac</td>
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