

## **BOAT CAPTAIN**

**Responsible to:** Management Committee

### **RESPONSIBILITIES AND DUTIES**

- Ensure competitors list is up to date and ensure they are aware of carnival dates, and procedures at interclub, Branch, State and National levels (including entry procedures and closing dates)
- Coordinate competition dates with Competition Manager
- Maintain a record of all members' performances and results at all competitions
- Submit reports when required to relevant Club officers and for the annual report
- Ensure that any athletes under the age of 18 are chaperoned by their parents or a responsible adult who is willing to accept that role at events where an overnight stay occurs
- Liaise with Competition Manager to ensure all competitors are fully financial and proficient prior to entry into any event
- Liaise with Club Captain to ensure all relevant competitors have complied with Club patrol hour requirements prior to entry into any event
- Coordinate the maintenance and repair of gear and equipment
- Responsible for the security and return of gear and equipment
- At the conclusion of the competition ensure gear and equipment is accounted for, cleaned and properly stored
- Conduct an audit of gear and equipment for end of financial year/asset register
- Recommend purchases and asset management decisions to Club Committee

### **KNOWLEDGE AND SKILLS REQUIRED**

- SLSA Bronze Medallion
- Coach level 1 and 2 course content
- Surf Sports Manual
- Proactive communication and planning
- Aware of Work Health & Safety policy
- Communicate effectively and has good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised
- Maintain confidentiality on relevant matters