

CLUB CAPTAIN

Responsible to: Executive & Management Committees

RESPONSIBILITIES AND DUTIES

- Administer and organise patrols (rosters, experience/qualification spread)
- Manage adherence to requirements as per LSA and SOP (quality assurance)
- Responsible for the conduct of members in the Club
- Coordinate pre-season preparation phase including equipment/uniforms, rostering, communication to members of patrol requirements, award upskilling etc with Vice Captains, Patrol Captains and other appropriate parties
- Oversee the annual gear and equipment inspection concerning lifesaving gear, ensuring it is well maintained and managed
- Provide regular communication and support to Patrol Captain's and members
- Liaise with the Chief Training Officer to address patrol requirements, deficiencies and upskilling
- Liaise with the Competition Section to address requirements, opportunities and deficiencies
- Ensure all patrol data is entered into Surfguard promptly
- Recommend actions to Management Committee
- Attend Branch Board of Lifesaving meetings
- Communicate with patrol defaulters to maintain efficiency of patrols
- Keep a record of members performances at patrol duties
- Submit regular reports to the Club Executive Committee, as required
- Facilitate post season meeting with Vice Captains, Patrol Captains and other appropriate parties in regard to performance results
- Write a section, with pictures, for the monthly Club newsletter and Annual Report
- Manage, in consultation with others, the annual lifesaving equipment grant (applications and acquittal)

KNOWLEDGE AND SKILLS REQUIRED

- Current Bronze Medallion and Silver Medallion: Beach Management
- Good understanding of club culture and lifesaving operations
- Ability to organise and delegate tasks
- Proficient computer skills and administration
- Aware of Work Health & Safety policy
- Accreditation in Training Small Groups (TSG) - desirable
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Positive and enthusiastic