



# Dee Why SLSC Organisational Chart & Position Descriptions

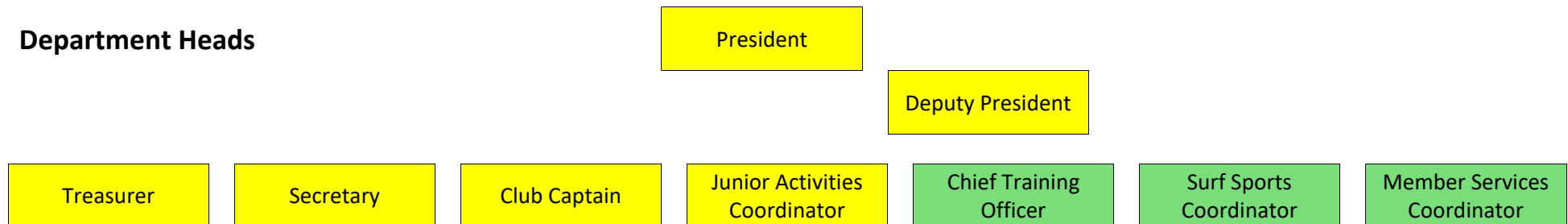
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## ORGANISATIONAL CHART

### Department Heads



### Departments and Essential Committee and Non-Committee Positions

Finance Department	Administration Department	Lifesaving Department	Junior Activities Department	Education Department	Surf Sports Department	Member Services Department
<u>Non Committee:</u> - Sponsorship and Marketing Coordinator - <a href="#">Functions Manager (paid)</a>	<u>Committee:</u> - Licensee - Registrar  <u>Non Committee:</u> - <a href="#">Club Admin (paid)</a> - Facilities Manager - Legal Officer - WHS Officer	<u>Committee:</u> - Vice Captain x3 - IRB Captain  <u>Non Committee:</u> - Radio Officer - First Aid Officer	<u>Non Committee:</u> - <a href="#">Nipper Committee</a>	<u>Committee:</u> - Proficiency Coordinator - Training Coordinator	<u>Committee:</u> - Board and Ski Captain - Boat Captain  <u>Non Committee:</u> - Competition Manager - Head Coach	<u>Committee:</u> - Youth Development Officer - Nipper Parent Representative x2 - Youth Representative x 2  <u>Non Committee</u> - Newsletter Editor - Social Coordinator - Gym Manager - MPIO - Complaints Manager

## ORGANISATIONAL CHART DESCRIPTION

### Committee Positions

Committee positions are filled by **office bearers** and **management committee** of the Club. These positions represent all the department heads, president, and deputy president.

#### How to Nominate

Nominations are made via the form included with the Annual General Meeting (AGM) notice. This must be completed and submitted to the club secretary 7 days prior to the AGM as per the AGM notice.

### Essential Non-Committee Positions

These are positions managed by the department heads on the management committee. They do not require a proposer or seconder and the placement will be determined by the department head and the management committee.

#### How to Nominate

Nominations are made via an expression of interest, sent by email to the club secretary [secretary@dyslsc.org.au](mailto:secretary@dyslsc.org.au).

### Essential Non-Committee Positions (Paid)

There are 2 such positions, **Club Administrator** and **Functions Manager** which will only be called upon when they become vacant, which the application process being described at that time. The placement will be determined by the management committee.

## POSITION DESCRIPTIONS

The following pages list the positions identified in the organisational chart.

## **PRESIDENT**

**Responsible to:** Executive & Management Committees

### **RESPONSIBILITIES AND DUTIES**

- Act as the principal leader with overall responsibility for the Club's administration
- Set the overall committee agenda and help the committee prioritise its goals and ensure office bearers work within this framework
- Facilitate meetings, including: committee, executive and AGM
- Represent the surf Club appropriately at local, regional, state and national levels
- Act as a facilitator for Club activities and voice members views at appropriate forums
- Ensure planning and budgeting is completed in accordance with the needs of the Club and members wishes
- Ensure all rules and regulations of the Club are upheld
- Engage sponsors and supporters
- Ensure financial, social and structural viability of the Club is established and maintained
- Identify and communicate to members opportunities available at Club, branch, state and national levels
- Be responsible for Club planning, including succession and business planning
- Ensure all Club activities are carried out within the laws of NSW
- Introduce the Club Management Plan and ongoing review and management of this plan

### **KNOWLEDGE AND SKILLS REQUIRED**

- Communicate effectively
- Well informed of the organisations activities
- Aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Maintain a policy of loyalty to the Surf Club and it's activities whilst maintaining confidentiality and respect towards members
- Maintain effective and efficient administration
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Must be a supportive leader for all members
- Have a good knowledge of organisational governance

## **DEPUTY PRESIDENT**

**Responsible to:** Executive & Management Committees

### **RESPONSIBILITIES AND DUTIES**

- Assist the President in the execution of their duties as directed by the President
- Exercise President's role in the absence of the President or if they are unwilling to act
- Develop skills/attributes and understanding of the President role (succession planning)
- Chair the Life Membership sub committee meetings as and when required

### **KNOWLEDGE AND SKILLS REQUIRED**

- Communicate effectively
- Well informed of the organisations activities
- Aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Maintain a policy of loyalty to the Surf Club and it's activities whilst maintaining confidentiality and respect towards members
- Maintain effective and efficient administration
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Must be a supportive leader for all organisations members
- Have a good knowledge of organisational governance

## **TREASURER**

**Responsible to:** Executive & Management Committees

### **RESPONSIBILITIES AND DUTIES**

- Is the Chief Financial Management Officer for the Surf Club
- Drive the Executive/Management Committee to prepare annual budgets with assumptions for their respective areas
- Collate and consolidate the area/divisional budgets into an overall Club budget
- Attend the Club weekly on Sunday mornings to collect monies from trading activities, invoices and correspondence
- Support all sections of the Club in their financial activities
- Liaise with Registrar(s) and sub committees e.g. Sponsorship to ensure all monies due are received
- Ensure payment of authorised invoices in a timely manner
- Produce relevant and timely financial reports and submit these to each Management Committee meeting as required and ensure they are understood
- Monthly preparation of bank reconciliation and Profit & Loss comparing actual to budget
- Monitor the actual v budget results monthly seeking explanation for material variation >10% so the Executive can be advised
- Maintain the Surf Club's accounting records including detailed records of all payments and monies received ensuring it is logically filed with authorised supporting documentation
- Liaise with Club auditor regarding the annual audit and preparation of compliant financial statements for presentation to members at the AGM
- Cause the preparation of statutory returns and reports as required, specifically BAS Statement for the ATO
- Liaise with Secretary and Public Officer to ensure the Club is compliant with relevant Legislation and Regulations, particularly Associations Incorporation Act NSW (2009) and the Charitable Fundraising Act (1991) and various taxation requirements

### **KNOWLEDGE AND SKILLS REQUIRED**

- Prior bookkeeping experience essential
- Prior experience in the preparation of bank reconciliations essential
- Prior experience in the preparation of balance sheet and Profit & Loss statements highly desirable
- Computer skills in Excel and MYOB (or like) highly desirable
- Well organised and able to work unsupervised and be self motivated
- Understanding of the need for proper controls and governance over Club finances i.e. Purchase orders and Payment/Cheque requisitions (properly authorised with supporting documentation)
- Cheques & EFTs authorised by two authorised executive members
- Ability to allocate regular time periods to maintain the books
- Ability to keep correct up-to-date records and work in a logical orderly manner
- Time management skills
- Maintain a Policy of Loyalty to the Club and its activities whilst maintaining confidentiality and respect towards members
- Awareness of information needed for the Annual Audit.



## SECRETARY

**Responsible to:** Executive & Management Committees

### RESPONSIBILITIES AND DUTIES

- Make arrangements for club meetings including agenda, venue, date, etc, in consultations with the Chairperson and advise members accordingly
- Take minutes of meetings and maintain a copy for records, electronic and a signed paper copy
- Ensure circulation of minutes to committee members within 7 working days of the meeting
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club Annual General Meeting
- Receive, record, read, reply and file correspondence promptly
- Provide a copy of all correspondence in and out to the monthly meetings
- Collate and arrange printing of the annual report
- Assist the Public officer of the club in carrying out their duties
- Perform the general routine administration of the club
- Ensure achievement of relevant sections of the club management plan

### KNOWLEDGE AND SKILLS REQUIRED

- Communicate effectively
- Well-organised and can delegate tasks
- Maintain confidentiality on relevant matters
- Have a good working knowledge of the Club constitution
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- A good business sense
- A practical knowledge of computer systems and programs such as Surfguard and Microsoft Office applications.

## **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

## **JUNIOR ACTIVITIES CO-ORDINATOR**

**Responsible to:** Executive & Management Committees

### **RESPONSIBILITIES AND DUTIES**

- Assist with the coordination of Junior Activities
- Identify issues and potential solutions to recommend to the Management Committee
- Responsible for providing advice, direction and coordination for Age Managers
- Monitoring the implementation of new initiatives
- To work with the Management Committee to set the agenda for each season's activities
- Chair the JAC meetings and regularly report to the Management Committee on the progress of the junior groups
- Work as required with the Chief Training Officer, Coaching Coordinator, March Past, Surf and Beach Coaches, Water Safety Coordinator and Club Registrars to ensure satisfactory outcomes for the Club
- Distribute relevant correspondence to the Age Managers
- Submit reports to the Surf Club committee

### **KNOWLEDGE AND SKILLS RECOMMENDED**

- Identify situations that require Member Protection policy and procedure
- Capacity to negotiate and resolve issues with a range of people
- Good organisation and problem-solving skills with the ability to delegate tasks
- Excellent communication and interpersonal
- Ability to work as part of a team
- Maintain confidentiality and discretion on relevant matters
- Friendly, positive and enthusiastic
- Good time management
- Have a completed WWCC, if not exempt.

## CHIEF TRAINING OFFICER

**Responsible to:** Executive & Management Committees

### RESPONSIBILITIES AND DUTIES

- Ultimately responsible for training group operations, as such should complete admin tasks e.g. surfguard entry.
- Liaise with Club Captain team as to patrol needs, skills mix and requirements developing training solutions where needed.
- Responsible for senior presentation event ensuring no-one is missed.
- Organise pre and post season meetings with trainers, Club Captain team etc and ensure all training equipment is in good order.
- Book October long weekend SRC assessment with Branch to be hosted at Dee Why.
- Book Club rooms for the Bronze assessment immediately after the October long weekend, weekday night for Dry and a day on the weekend for the Wet assessment.
- Book days as per calendar for training and proficiencies. Note BB room is max 20 persons or use Swan Lounge.
- Liaise with JAC and Youth Co-ordinator to organise SRC and SRC to Bronze courses over the October long weekend ensuring eligible members from Orange are included.
- Enter SRC and SRC to Bronze candidates into surfguard at least one week prior.
- Enter all courses into surfguard at the start of the course to ensure prerequisites are met including financial status.
- Liaise with Competition Manager to ensure all members intending to compete are proficient prior to 30<sup>th</sup> December.
- Organise Club assessors for central venue assessments based on Branch Education calendar, 1:6 ratio of our candidates attending.
- Input all proficiencies into surfguard and provide fortnightly updates to Proficiency Co-ordinator.
- Liaise with JAC Co-ordinator to ensure all nipper proficiencies are entered and up to date.
- Write a section, with pictures, for the monthly Club newsletter and Annual Report.
- Lead and develop a team of trainers who will develop personnel to meet the operational needs of the Club
- Follow procedures and protocols as outlined in SLSC and SOPs Training Division
- Attend Branch meetings (as required) and report to Branch and/or Club all relevant information

### KNOWLEDGE AND SKILLS REQUIRED

- Hold a Bronze Medallion
- Proficient computer skills and administration
- Ability to organise and delegate tasks
- Aware of Work Health & Safety policy
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic

## **SURF SPORTS COORDINATOR**

**Responsible to:** Executive & Management Committees

### **RESPONSIBILITIES AND DUTIES**

- Prepare reports for presentation to the Club management.
- Provide leadership and strategic direction relating to Surf Sports.
- Represent the Club at meetings/conferences as required.
- Contribute to the Business Plan relating to Surf Sports in consultation with appropriate members.
- Represent the Club at Branch Surf Sports meetings.
- Oversee programs relating to Surf Sports.
- Coordinate the submission of competition entries for all competitions in conjunction with club Competition manager.
- Ensure club representation via team managers at all competition.
- Ensure the Club meets its requirements at club, branch, state and national events.
- Ensure the Coordination of competitions i.e., club surf sports activities, club championships, special club events.
- Maintain a record of all members' performances and results at all competitions.
- Submit reports when required to relevant club officers.
- Develops, prioritizes, and implements project plans, including Surf Sports development programs and other meetings/ conferences.
- Prepare Surf Sports development proposals, reports and other communications for internal and external audiences.
- Maintains surf sports correspondence in a professional, organised, and accessible manner.
- Ensure communication of events up to date.

### **KNOWLEDGE AND SKILLS REQUIRED**

- Surf Sports Manual.
- Understanding of the requirements for Coach and Official Accreditation.
- Project Management skills.
- Excellent communication and interpersonal skills.
- Adequate computer skills including all Microsoft programs.
- Ability to meet deadlines.

## MEMBER SERVICES COORDINATOR

**Responsible to:** Executive & Management Committees

### RESPONSIBILITIES AND DUTIES

- Manage the programs, policies and resources relating to Member Services for the Club.
- Develop and maintain youth and development programs.
- Develop and maintain leadership programs that positively contribute to the future of the Club and SLS.
- Develop and maintain recruitment and retention programs in consultation with relevant personnel, Club, Branch and SLSNSW.
- Develop and maintain peer support programs in consultation with relevant personnel, Club, Branch and SLSNSW.
- Coordinate Member Protection Information Officer training and maintain database as required.
- Liaise with Support Officers to monitor member services programs.
- Provide timely reports to Management Committee on member services programs as required.
- Assist in grant proposals and other funding opportunities to support member services programs.
- Support and encourage member retention.
- Encourage and develop social interaction between members via events and information
- Other duties may be assigned.

### KNOWLEDGE AND SKILLS REQUIRED

- Communicate effectively.
- Well-informed of the SLSNSW, Branch and Club activities.
- Be aware of future directions and plans of members.
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations, and the general public.
- Maintain a policy of loyalty to the Surf Club and its activities whilst maintaining confidentiality and respect towards members.
- Maintain effective and efficient administration.
- Have a good working knowledge of the constitution, rules and the duties of all office holders and sub-committees.
- Must be a supportive leader for all members.

## **SPONSORSHIP AND MARKETING**

**Responsible to:** Finance Department

### **RESPONSIBILITIES AND DUTIES**

- To be created and updated by department head and the Management Committee.

### **KNOWLEDGE AND SKILLS REQUIRED**

- To be created and updated by department head and the Management Committee.

## **FUNCTIONS MANAGER (PAID)**

**Responsible to:** Finance Department

### **RESPONSIBILITIES AND DUTIES**

- To be created and updated by department head and the Management Committee.

### **KNOWLEDGE AND SKILLS REQUIRED**

- To be created and updated by department head and the Management Committee.



## **CLUB ADMINISTRATOR (PAID)**

**Responsible to:** Administration Department

### **RESPONSIBILITIES AND DUTIES**

- To be created and updated by department head and the Management Committee.

### **KNOWLEDGE AND SKILLS REQUIRED**

- To be created and updated by department head and the Management Committee.

## **WORK, HEALTH & SAFETY OFFICER**

**Responsible to:** Administration Department

### **RESPONSIBILITIES AND DUTIES**

- Ensure the Clubs' Work Health and Safety & Rehabilitation systems are up to date
- Implement and oversee risk management procedures
- Set up, implement and monitor injury reporting system
- Carry out investigations of Surf Club workplace incidents
- Set up, implement and monitor Work Health & Safety education and training systems
- Implement systems to review workplace stress and critical incidents
- Implement rehabilitation and "Return to Surf Club Duties" procedures

Please refer to SLSNSW Guidelines for Safer Surf Clubs for further procedures and details on how to implement this job description.

### **KNOWLEDGE AND SKILLS REQUIRED**

- Experience working as a WH&S Officer or similar role

## **REGISTRAR**

**Responsible to:** Administration Department

### **RESPONSIBILITIES AND DUTIES**

- Maintain membership data entry into SurfGuard and ensure records are current
- Attend Club registration days to assist new and returning members
- Liaise with the Secretary and Treasurer in relation to membership data for the annual report
- Provide timely reports to Executive Committee on member services programs as required
- Other duties may be assigned

### **KNOWLEDGE AND SKILLS REQUIRED**

- Communicate effectively
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Maintain a policy of loyalty to the Surf Club and its activities whilst maintaining confidentiality and respect towards members
- Maintain effective and efficient administration

## **LICENSEE**

**Responsible to:** Administration Department

### **RESPONSIBILITIES AND DUTIES**

- To be created and updated by department head and the Management Committee.

### **KNOWLEDGE AND SKILLS REQUIRED**

- To be created and updated by department head and the Management Committee.

## **FACILITIES (BUILDING) MANAGER**

**Responsible to:** Administration Department

### **RESPONSIBILITIES AND DUTIES**

- Coordinate the maintenance and repair of the clubhouse and associated equipment
- Develop and maintain a register of approved repairers and issue to relevant personnel, where possible utilise member trades
- Develop and maintain an annual maintenance schedule for recurring processes with appropriate timeframes
- Respond to repair issues promptly when notified
- Conduct an audit of the clubhouse each August noting any problems, prioritising repairs and ensuring completion

### **KNOWLEDGE AND SKILLS REQUIRED**

- Aware of Work Health & Safety policy
- Communicate effectively and has good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised
- Maintain confidentiality on relevant matters
- Experience in building repairs and maintenance preferred

## **LEGAL OFFICER**

**Responsible to:** Administration Department

### **RESPONSIBILITIES AND DUTIES**

- To be created and updated by department head and the Management Committee.

### **KNOWLEDGE AND SKILLS REQUIRED**

- To be created and updated by department head and the Management Committee.

## **CLUB VICE CAPTAIN(S)**

**Responsible to:** Lifesaving Department

### **RESPONSIBILITIES AND DUTIES**

- Exercise Club Captains role in the absence of the Club Captain or if they are unwilling to act
- Assist and support the Club Captain in their duties by working as a team
- Attend patrol start/changeover/finish as rostered by the Club Captain
- Undertake specific duties of the Club Captains role as assigned by the Club Captain
- Submit regular reports to the Club Captain in relation to assigned duties
- Develop skills/attributes and understanding of the Club Captain role (succession planning)

### **KNOWLEDGE AND SKILLS REQUIRED**

- SLSC Bronze Medallion
- Good understanding of Club culture and operations
- Ability to organise and delegate tasks
- Proficient computer skills and administration
- Aware of Work Health & Safety policy
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Positive and enthusiastic

## **IRB CAPTAIN**

**Responsible to:** Lifesaving Department

### **RESPONSIBILITIES AND DUTIES**

- Coordinate pre-season servicing of all powercraft in preparation for annual gear and equipment inspections
- Ongoing coordination of servicing/repair of powercraft
- Administration of fuelling systems/processes
- Administration of defective equipment/fault reporting and resolution
- Support and promote powercraft training in consultation with Chief Training Officer
- Recommend purchases and asset management decisions to Club Committee
- Responsible for housing/storage of powercraft
- Ensure adherence of all powercraft to SOP (including complementary equipment)
- Provide regular communication to Patrol Captain's and members
- Submit reports to the Club Executive Committee – via Club Captain
- Promote and support the powercraft code of conduct

### **KNOWLEDGE AND SKILLS REQUIRED**

- SLSA Bronze Medallion
- SLSA Silver Medallion IRB Driver Award
- 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
- Knowledge and interest in mechanics



## **RADIO OFFICER**

**Responsible to:** Lifesaving Department

### **RESPONSIBILITIES AND DUTIES**

- Pre-season servicing/programming check of all radios in preparation for annual gear and equipment inspection • Ongoing coordination of radio servicing/repair in accordance with SOP LS 7.
- Manage adherence to programming requirements and radio best practice.
- Recommend the purchase and replacement of Club radios and radio-bags to Club Committee.
- Support and promote radio procedure information and training (in consultation with the Chief Training Officer).
- Provide regular communication to Patrol Captain's and members direct and in Clubs newsletters.
- Submit reports to the Club Executive Committee via Lifesaving department.

### **KNOWLEDGE AND SKILLS REQUIRED**

- SLSA Radio Operators Certificate.
- Active patrol experience.
- Awareness and understanding of SOPs (radio related).
- Communicate effectively and have good interpersonal skills.
- Friendly, positive, and enthusiastic.
- Well-organised.

## **FIRST AID OFFICER**

**Responsible to:** Lifesaving Department

### **RESPONSIBILITIES AND DUTIES**

- Maintain a fully-stocked First Aid/Oxygen/AED Kits and First Aid Room (plus backup supplies) as per SOPs.
- Purchase and receive delivery of supplies when needed as approved.
- Monitor adherence to cleaning and hygiene requirements of First Aid Room.
- Monitor equipment quality and expiry details of supplies (i.e. AED Pads).
- Provide regular communication to Patrol Captain's.
- Promote and support first aid training in consultation with Chief Training Officer.
- Submit reports to the Club Executive Committee via Lifesaving Department.
- Prepare first aid equipment and room for annual gear and equipment inspection.

### **KNOWLEDGE AND SKILLS REQUIRED**

- Nationally-recognised First Aid Certificate (current).
- Patrolling experience (preferred) or experience in similar emergency care or health services environment
- Proactive communication and planning
- Aware of Work Health & Safety policy
- Maintain confidentiality on relevant matters
- Communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised

## **TRAINING CO-ORDINATOR**

**Responsible to:** Education Department

### **RESPONSIBILITIES AND DUTIES**

- Organise and manage all training courses, both Club and Branch run courses, including SRC, Radio, Bronze, IRB Crew and Driver, BBM, ARTC, Spinal Management, Gold Medallion, First Aid and SMAR.
- Advertise courses and organise resources such as trainers, welcome letters and course paperwork (outline, learner guides etc) for candidates.
- Ensure sufficient quantity of manuals, masks, T-shirts, pink training singlets and training caps are available for courses planned for the season.
- Attend Club Rego days to brief candidates on course outcomes, expectations and organise course material.
- Set calendar for courses to be run throughout the season.
- Set training days for courses that require rooms in the Club ensuring availability and booked with appropriate personnel via CTO.
- Organise water safety and setup for assessments hosted by Dee Why.
- Organise trainers for SRC, SRC to Bronze and Bronze courses 1:6 ratio, and other courses as appropriate.
- Ensure all candidate details for every course are given to the CTO to be verified. Must be done at induction prior to the start of the course.
- Organise courses for higher awards e.g. ARTC. This will need to be booked at Branch via the CTO.

### **KNOWLEDGE AND SKILLS REQUIRED**

- Hold a Bronze Medallion
- Proficient computer skills and administration
- Ability to organise and delegate tasks
- Aware of Work Health & Safety policy
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic

## PROFICIENCIES CO-ORDINATOR

**Responsible to:** Education Department

### RESPONSIBILITIES AND DUTIES

- Organise and set calendar dates and times for proficiencies for all patrolling and competition members covering all applicable awards. SRC\Bronze\Radio, wet & dry, IRB driver and crew, Gold Medallion, Spinal Management and ARTC (include signals and radio to cover dry component of Bronze, should be first proficiency run in the season).
- Schedule all proficiencies for prior to December to ensure completion before 30<sup>th</sup> December each season.
- When setting proficiency dates we must work with the members, their groups and commitments. The following should be considered:
  - Competitors \ Nipper Parents – run a wet proficiency as part of Sunday Morning Events prior to nippers, run the dry component during nippers.
  - Boaties – liaise with the Boat Captain and organise them as a group to be at one of the proficiency dates.
  - General Patrol – set proficiencies 1 hour before AM patrol starts and 10 minutes after changeover to cover the 2 patrols, wet and dry run simultaneously with 2 small groups. Utilize patrol roster to cover all patrols.
- Ensure that information on proficiency dates and times is sent to all applicable members at the start of the season and reminders throughout the season.
- Organise booking system to manage number of candidates booked v assessors so as to manage proficiencies effectively.
- Hand completed proficiency information to CTO to enter into surfguard.

### KNOWLEDGE AND SKILLS REQUIRED

- Hold a Bronze Medallion
- Proficient computer skills and administration
- Ability to organise and delegate tasks
- Aware of Work Health & Safety policy
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic

## **BOAT CAPTAIN**

**Responsible to:** Surf Sports Department

### **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**

- SLSC 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

## **BOARD & SKI CAPTAIN**

**Responsible to:** Surf Sports Department

### **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**

- SLSC 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

## **COMPETITION MANAGER**

**Responsible to:** Surf Sports Department

### **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)
- Submit competition entries for all competitions in conjunction with section heads and relevant parties
- Coordinate competitions i.e. Club surf sports activities, Club championships, special Club events
- 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
- Responsible for taking of notes at Surf Sports meetings and the distribution of subsequent reports
- Maintains surf sports correspondence in a professional, organised and accessible manner
- 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 Treasurer and CTO to ensure all competitors are fully financial and proficient prior to entry into any event

### **KNOWLEDGE AND SKILLS REQUIRED**

- Sound computer skills with knowledge of all Microsoft office programs
- Ability to organise and delegate tasks
- Communicate effectively and possess good interpersonal skills

## **HEAD COACH**

**Responsible to:** Surf Sports Department

### **RESPONSIBILITIES AND DUTIES**

- Maintain accurate and up-to-date contact details for coaches.
- Convene with coaches at events.
- Liaise with the Surf Sports Coordinator in regard to any arising issues for coaches.
- Provide relevant Surf Sports advice for coach.
- Review performance of representative coaches.
- Liaise with appropriate personnel on training programs and talent identification.
- Design training programs for athletes where relevant.
- Assist with Development programs.
- Act as spokesperson on behalf of all coaches.
- Oversee the reaccreditation process for all coaches.
- Ensure the health and safety of coaches and athletes in competition and at carnivals.
- Assist in delivering coaching development programs.
- Identify Surf Sports Coaches pathways for future development.
- Communicate with coaches regarding Surf Sports changes and updates.
- Provide feedback on any changes that may be necessary for coaching.
- Ensure all training is conducted safely and in accordance with SLS safety guidelines.

### **KNOWLEDGE AND SKILLS REQUIRED**

- Surf Sports Manual
- Current and accredited coach
- Coach education requirements and Recognised Prior Learning process
- Coach level course content



## **MEMBER PROTECTION INFORMATION OFFICER (MPIO)**

**Responsible to:** Member Services Department

### **RESPONSIBILITIES AND DUTIES**

- Ensure the safety and welfare for Club members.
- Assist in grievance and complaints resolution.
- Act as an impartial body, offering a sounding board to bounce ideas off.
- Identify options for resolution of conflicts and grievances.
- Refer complaints and grievances to other bodies in conjunction with the complaints and grievance flow chart.
- Awareness of Child Protection, Anti-Harassment and Discrimination, Codes of Conduct, Member Protection, and other relevant policies.
- Liaise with members of the Club, President, and other bodies.
- Ensure completion of Member protection Declaration forms by all members.
- Ensure that members who require a WWCC have them and they are cleared as per the guidelines from the Office of the Children's Guardian.

### **KNOWLEDGE AND SKILLS REQUIRED**

- Possess good interpersonal and communication skills
- Possess a good understanding of Club, State and National Surf Life Saving policies and Procedures
- Good organisational skills
- Undertake training for the role as provided by the state Government through the "Play by the Rules" web page.

## **YOUTH DEVELOPMENT OFFICER**

**Responsible to:** Member Services Department

### **RESPONSIBILITIES AND DUTIES**

- Coordinate all youth related applications for programs within the Club
- Act as primary contact for all youth related matters within the Club
- Coordinate the U14-U19 year old activities
- Liaise with Club committee members and other youth coordinators and representatives
- Coordinate participants for National, State and Branch run leadership and other development programs
- Organise the Club Junior Lifesaver of the Year award and any related applications for state and regional programs
- Coordinate the Club's Youth subcommittee, if appointed

### **KNOWLEDGE AND SKILLS REQUIRED**

- Competent computer skills
- Organised and able to delegate tasks
- Possess good communication and interpersonal skills
- Friendly and approachable
- Aware of Member Protection and other State, Branch and Club policies
- Have a completed WWCC, if not exempt.

## **NIPPER PARENT REPRESENTATIVE(S)**

**Responsible to:** Member Services Department

### **RESPONSIBILITIES AND DUTIES**

- Assist the Junior Activities Co-Ordinator in representing the interests of the Junior section of the Club
- Identify emerging issues relating to juniors

### **KNOWLEDGE AND SKILLS REQUIRED**

- Must be a Nipper Parent
- Communicate effectively and has good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised
- Maintain confidentiality on relevant matters

## **YOUTH REPRESENTATIVE(S)**

**Responsible to:** Member Services Department

### **RESPONSIBILITIES AND DUTIES**

- Assist the Youth Development Officer in representing the interests of youth within the Club
- Identify emerging issues relating to youth activities and be a contact point between youth and management
- Work with the Youth Development Officer in implementing programs

### **KNOWLEDGE AND SKILLS REQUIRED**

- Aged 15 – 23 years
- Communicate effectively and has good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised
- Maintain confidentiality on relevant matters

## **NEWSLETTER EDITOR**

**Responsible to:** Member Services Department

### **RESPONSIBILITIES AND DUTIES**

- To be created and updated by department head and the Management Committee.

### **KNOWLEDGE AND SKILLS REQUIRED**

- To be created and updated by department head and the Management Committee.

## **SOCIAL COORDINATOR**

**Responsible to:** Member Services Department

### **RESPONSIBILITIES AND DUTIES**

- To be created and updated by department head and the Management Committee.

### **KNOWLEDGE AND SKILLS REQUIRED**

- To be created and updated by department head and the Management Committee.

## **GYM MANAGER**

**Responsible to:** Member Services Department

### **RESPONSIBILITIES AND DUTIES**

- To be created and updated by department head and the Management Committee.

### **KNOWLEDGE AND SKILLS REQUIRED**

- To be created and updated by department head and the Management Committee.

## **MEMBER PROTECTION INFORMATION OFFICER (MPIO)**

Member Protection Information Officers (MPIO) play an important role in community and sporting organisations.

They provide information and guidance on complaints procedures and are the first point of call in the club for any enquiries, concerns or complaints about harassment, abuse or other inappropriate behaviour. The MPIO provides information about possible ways to resolve the issue and offers moral support to the person who raises the concern or the person who is the subject of the alleged behaviour. The MPIO will treat all information as strictly confidential.

**Position description available here:**

<https://www.surflifesaving.com.au/members/members-info/member-protection-information-officer/>



## COMPLAINTS MANAGER

The Complaints Manager plays an important role in clubs, providing timely response to member complaints in line with the SLSA Complaints Resolution Policy 6.06.

The Complaints Managers role assesses, investigates, and acts on formal complaints and is required to have completed the online Sports Integrity Complaints Handler course as well as have a thorough understanding of the SLSA Complaints Resolution Policy 6.06.

The Complaints Manager position is separate to the Member Protection Information Officer and forms part of the broader Member Protection team at club level.

The Complaints Manager is responsible to recording all correspondence regarding a complaint in the online SLSA Complaints portal and appointing investigators and judiciary if required. The role operates independently to the board, consulting with the Club President and Directors if appropriate.

**Position description available here:** <https://www.surflifesaving.com.au/members/complaints-manager/>