

Scarboro Surf Life Saving Club

Job Description – Race Secretary



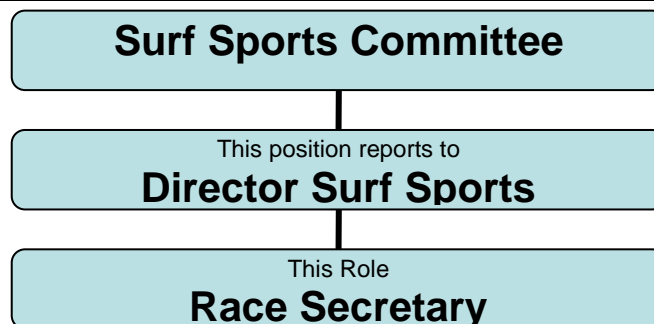
1. Position

Race Secretary – V070419

2. Position Purpose

Responsible for the coordination of Intra Club Competition Events, including the setting of handicaps where relevant to each event

3. Key Relationships



4. Approved at Board meeting 7/4/2019

5. Mandatory Requirement

Be in possession of a current State Government Assessment Notice in the form of a Working with Children Check Card (which details name, date of birth, notice number and expiry date) issued under the ***Working with Children (Criminal Record Checking) Act 2004***.



6. Major Responsibilities

- Work with the Surf Sports Committee to develop a seasonal calendar of intra-club trophy competitions, surf sports events and related activities
- Encourage Club Members to participate in intra-club events
- Conduct all surf sports related competitions and trophy events under handicap or open conditions as per the conditions of each event
- Monitor and set the handicaps of each member in relevant events
- Record the results of all events each week and make them available for viewing
- Endeavor to have all such results published in the main morning newspaper on the day following the event/s or activities
- Comply with the Club's constitution and policies

7. Primary Accountability

Seasonal calendar of surf sports related trophy competitions, events and activities is developed

A fair handicapping system for all relevant events is maintained

Members participate in intra-club surf sports events and related activities

Meetings attended and reports submitted as and when required

Results of events are made available for viewing and published in the media on a regular basis

Club policies and directions of the Board complied with

8. Required Competencies

- Ability to organise and delegate tasks
 - Communicate effectively and possess good interpersonal skills
 - Ability to organize events
 - Holder of SLSA BM desired
 - Understanding of SLSA surf sports related events
 - Understanding of handicap systems
 - Maintain confidentiality on relevant matters
 - Understanding of the Club's Constitution and Policies
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