

# Scarboro Surf Life Saving Club

## Job Description – Director, Surf Sports

### 1. Position Purpose

- Ensuring that the Club is well represented in SLSA and SLSWA inter-club surf sports competitions.
- Ensuring that the Club provides a range of intra-club surf sports competitions and activities relevant to members of appropriate membership categories and that members are encouraged to participate accordingly.
- Through effective chairmanship of the Club's Surf Sports Committee, ensuring that respective Club office bearers responsible for the various surf sports activities of the Club undertake and perform their duties efficiently and expeditiously in accordance with the policies of the Club.
- Actively adheres to the Board Governance Policy, including the Club's code of conduct and conflict of interest requirements.
- Maintains a primary focus on member protection, harmony and respect among the membership, promoting the Club's vision and values and providing excellent surf life saving services for the protection of the public at Scarborough Beach.

### 2. Key Relationships

- This position reports to the Board of Directors.
- This position maintains active oversight of the Club's surf sports related officers.

### 3. Approved by

- Board of Directors – meeting date 9/6/2020.

### 4. Major Responsibilities Position Specific

- Development and delivery of the Club's Surf Sports Plan, including provision of a series of weekly "points" events designed to encourage all appropriately qualified members to participate on a regular basis.
- Liaise with Director Beach Operations for the provision of suitable water safety to cover all water based intra-club surf sports activities and on the selection of members and teams for lifesaving based interclub competitions.
- Convenes and chairs regular meetings of the Surf Sports Committee, submitting reports to the Board in the form of minutes of those meetings.
- Oversight of the selection and entry of members in SLSA and SLSWA surf sports competitions.
- Oversight of the training and coaching of members in surf sports related disciplines.

- Ensures that managers are appointed to accompany every team/group of members participating in any and all authorised inter-club surf sports competitions and carnivals in accordance with current SLSA Policies.
- Oversight of the selection and training of members as coaches.
- Oversight of the training and appointment of members as surf sports officials in accordance with relevant SLSA and SLSWA policies and requirements.
- Oversight of the management and maintenance of the Club gym in accordance with Club Policies.
- Submits to the Board annually a budget for the provision of resources and training of members to maximise Club representation in inter- club surf sports competitions and carnivals.
- Maintains annually a Surf Sports gear and equipment asset register.

#### **5. Major Responsibilities Board Collective**

- Active oversight of the Club's Member Protection Policy.
- Developing, promoting and improving the Club's vision, values and strategic plan, consistent with the Objects in the Club's constitution.
- Ensuring the Club's constitution and policies are followed and applied to the fullest extent possible and reviewed annually.
- Participates in the development and maintenance of the Club's risk management plan.
- Ensures planning and financial management is implemented in the interests of the membership.
- Promotes positive social interaction between members, sponsors and key stakeholders.
- Ensures resources are available for the safety of the bathing public at Scarborough Beach.

#### **6. Performance Goals**

- Surf sports Plan is implemented.
- There exists a series of regular intra-club activities available for participation by all suitably qualified members.
- Selection and entry of members in inter-club surf sports events is undertaken in a timely manner.
- Scarborough is well represented in both surf sports officials and competitors at all inter-club surf sports competitions and carnivals.
- Members and coaches are trained and suitably equipped to compete on behalf of the Club.
- Surf Sports Committee meets on a regular basis and minutes are tabled at Board meetings.
- Member discipline at all inter-club surf sports events is maintained.
- Club gym is appropriately managed, equipped and maintained.
- Annual budget for surf sports activities is submitted in a timely manner.
- No lives lost at Scarborough Beach during patrol hours.

## 7. Mandatory Requirement

- Working knowledge and understanding of the (State) ***Associations Incorporation Act 2015*** and the ***Associations Incorporation Regulations 2016*** and to comply with legislation to the fullest extent possible.
- Be in possession of (or applying for) 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***.
- Be in possession of (or applying for) a National Police Volunteer Certificate

## 8. Competencies

- Holder of and currently proficient in the SLSA Bronze medallion.
- Demonstrated planning, organisation and reporting ability.
- Good working knowledge and detailed understanding of SLSA and SLSWA Regulations and Policies related to interclub surf sports activities and member protection.
- Excellent inter-personal skills.
- Ability to report to members and stakeholders on the surf sports representative capacity of the Club in a manner that is easily understandable to all present.
- Sound working knowledge of SLSA, SLSWA and Club policies and procedures, including understanding and awareness of member protection requirements.
- Strong understanding of the Club's constitution.