

# Scarboro Surf Life Saving Club

## Job Description – Competition Officer



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### 1. Position

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Competition Officer – V070419

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### 2. Position Purpose

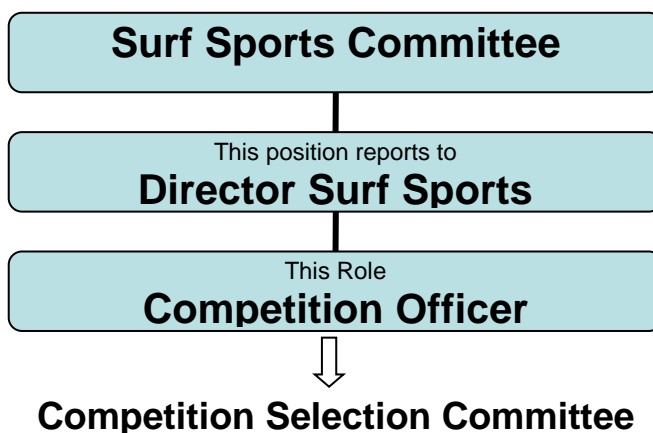
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Responsible for the organisation of members participation and entry in all intra and interclub surf sports competitions and attendance at interclub surf sports events

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### 3. Key Relationships

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### 4. Approved at Board meeting 7/4/2019

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### 5. Mandatory Requirement

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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***.

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### 6. Major Responsibilities

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- Work with the Director Surf Sports on development and implementation of the Club's Surf Sports Plan
- Annually develop and submit for approval a budget to cater for the maintenance and replacement of Club surf sports gear & equipment for use at interclub events
- Assist Club Surf Sports Captains in encouraging Club Members to participate in intra and inter club events
- Chair the Club surf sports selection committee
- Collect and process entries for all Interclub SLSWA and SLSA surf sports events in accordance with relevant Bulletins
- Ensure that all gear and equipment, other than actual competition gear (which is the responsibility of each area captain), required is available and set up for senior interclub surf sports events
- Comply with the Club's constitution, policies and directions of the Board

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### 7. Primary Accountability

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Entries for interclub competitions collected and processed in accordance with SLSWA and SLSA entry requirements

Budget developed and submitted in a timely manner

Selection of teams and members for interclub surf sports events undertaken as required

Meetings attended and reports submitted as and when required

Scarboro has a visible presence for its members at interclub surf sports events

Club policies and directions of the Board complied with

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### 8. Required Competencies

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- Basic internet skills
  - Ability to adjudicate in the event of a complaint or dispute, where appropriate
  - Ability to organise and delegate tasks
  - Holder of SLSA BM desired
  - Understanding of budget compliance
  - Communicate effectively and possess good interpersonal skills
  - Maintain confidentiality on relevant matters
  - Understanding of the Club's constitution and policies
  - Understanding of SLSA and SLSWA surf sports policies and regulations
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