

ANNEXURE 3

Section Captain

- Responsible to the Surf Sports Director for the conduct of members in the section
- Ensuring all section members have access to appropriate coaching, skills development, training and equipment
- In conjunction with the Surf Sports Director, liaising with junior activities personnel to ensuring that junior activity competitors have a suitable pathway for engaging in competition and further development after completion of junior activities
- Development and coordination of planning strategies directed to the general management, operational and transitional requirements of the section
- Maintenance of gear and equipment and submission to the Surf Sports Director of any funding requirements including the section's annual budget
- Other duties and responsibilities as provided for in the By-Laws

Competition Registrar

- Responsible to the Surf Sports Director for entering competitors in all SLSA events
- Provision of advice on, and ensuring the eligibility of, members to compete for the club, including their compliance with proficiency, patrol, financial and other relevant requirements
- Other duties and responsibilities as provided for in the By-Laws

Vice Captain/Assistant Director of Life Saving

- Responsible to the Club Captain for assisting in the conduct and control of all club patrols, including the preparation of patrol schedules and rosters
- Assist in the oversight of the Gear Coordinator in relation to the maintenance of all lifesaving gear and equipment
- Assist the Club Captain in ensuring the club meets any requirements of Branch, State or National SLSA concerning patrol and other operational obligations
- Assist the Club Captain to maintain a record of members performances while on patrol, including communication with members who miss patrols to ensure they comply with any obligations arising under club rules
- Exercise the functions of the Club captain when he or she is absent
- Other duties and responsibilities as provided for in the By-Laws

First Aid Coordinator

- Responsible to the Club Captain for the maintenance of all first aid gear and equipment used by patrols, including making all necessary arrangements for the stocking of supplies in the Club's first aid kits and First Aid room and monitoring of First Aid equipment such as oxygen, Oxyviva and defibrillators
- Ensure patrol captains organise periodic cleaning of the First Aid Room

- Assist with minor First Aid incidents and liaise with medical officers if required and available
- Liaise with the Club Captain and Surf Sports Director to ensure First Aid is available for club carnivals and other club events
- Other duties and responsibilities as provided for in the By-Laws

#### Gear Coordinator

- Responsible to the Club Captain for the coordination and maintenance of all club gear and equipment
- Ensuring that adequate supply of gear and equipment is available at all times to assist the club in fulfilling its lifesaving and emergency services responsibilities.
- Other duties and responsibilities as provided for in the By-Laws

#### Lifesaving Registrar

- Responsible to the Club Captain for the maintenance of all records associated with patrols including ensuring that details of patrol schedules and rosters, patrol times, patrol attendance and service, critical incidents and patrol statistics are maintained
- Ensuring details concerning club patrol activities are entered into Surfguard on a weekly basis
- Other duties and responsibilities as provided for in the By-Laws

#### Assistant Treasurer/Assistant Director Finance

- Assist the Treasurer/Director Finance in the preparation and monitoring of the Club's budget
- Receipting money paid to the Club, issue receipts for money received and banking of monies received
- Attending to the timely payment of invoices received by the Club
- Assist the Treasurer/Director of Finance as required in relation to the payment of wages, superannuation and taxation liabilities for paid employees of the club
- Other duties and responsibilities as may be determined by the Treasurer/Director of Finance or as otherwise provided for in the By-Laws

#### Awards and Member Records Registrar

- Responsible to the Executive Officer for the maintenance of historical membership records, including maintaining details of members' years of service, positions held, awards obtained and other relevant information
- Responsible to the Chief Instructor for the recording of member proficiencies, awards and other details associated with training and education activities
- Assisting the Executive Officer and other Executive Committee members as may be required in relation to records management issues
- Other duties and responsibilities as provided for in the By-Laws

#### Youth Liaison Coordinator

- Responsible to the Director Member Services as the primary contact for all youth related matters within the club

- Liaising and consulting with the Club Captain, Surf Sports Director and Chief Instructor as necessary to ensure coordination of all youth related activities within the club with particular emphasis on the U14 to U17 age groups
- Liaise as necessary with club officers to ensure on-going viability of youth focused programs and activities within the club
- Coordinate participants and applications for Branch, State and National SLSA managed youth leadership and other development programs
- Other duties and responsibilities as provided for in the By-Laws

#### IRB Captain

- Responsible to the Club Captain for the coordination of training and provision of IRB drivers and crew for patrol and other lifesaving operations
- Liaising and consulting with the Surf Sports Director to ensure that sufficient IRB support is provided for club carnivals and other events and that the club's obligations to Branch, State and National SLSA in relation to the provision of water safety for non-club carnivals is met
- Liaising and consulting with the Chief Instructor to ensure that the training needs of IRB drivers and crew, including annual proficiencies, are met
- Ensuring all section members have access to appropriate coaching, skills development, training and equipment for the purposes of participating in IRB competition
- Development and coordination of planning strategies directed to the general management, operational and transitional requirements of the IRB section
- Responsible for the care, housing and maintenance of the IRBs and related gear and equipment
- Other duties and responsibilities as provided for in the By-Laws

#### Age Managers

- Responsible to the Chairperson Junior Activities for the safety and well-being of the age group
- Responsible for ensuring that all members of the age group have an opportunity to participate in any education programs run for the junior activities members
- Responsible for ensuring that all members of the age group have access to creative, educational and fun activities
- Ensure that all members of the age group have an opportunity to compete for the club at local carnivals and that all members of the group have access to any relevant training programs conducted by the club
- Comply with the requirements of any By-Laws that may be in force from time to time that apply to junior activities conducted by the club
- Other duties and responsibilities as provided for in the By-Laws