



JUNIOR SURF COMMITTEE POSITION DESCRIPTIONS 2023

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JUNIOR SURF COMMITTEE POSITION DESCRIPTIONS 2023

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| Position Title: | <i>JUNIOR SURF CHAIRPERSON</i> | |
| Reports to: | Orewa SLSC Chairman, Orewa SLSC Board and Junior Surf Operational Committee. | |
| Term: | A two year term which is elected in an odd year at the Orewa SLSC AGM | |
| Key Relationships: | Internal Board Junior Surf Committee Administrator Club Coach Contractors | External SLSNR staff |
| Objective of Position: | Manage the Junior Surf section of the club to ensure delivery of a robust junior surf programme. | |
| Desirable Attributes: | <ul style="list-style-type: none">▪ Able to manage people▪ Excellent communication skills▪ Planning Skills | <ul style="list-style-type: none">▪ Motivation skills▪ Leadership skills▪ Excellent public speaking skills |
| Meetings: | <ul style="list-style-type: none">▪ OSLSC Board meetings▪ Junior Surf meetings▪ Attend SLSNR meetings as necessary | |
| Responsibilities and Duties: | <ul style="list-style-type: none">▪ Arranges and attends and chairs Jr committee meetings.▪ Delegate functions to the appropriate committee members.▪ Ensures accurate minutes are kept.▪ Provides accurate and timely reports to the Board.▪ Report back to the Junior Sports Committee regarding Board decisions▪ Ensure the preparation of annual Junior Sports plan and budget▪ Obtains Board approval of the budget and plans.▪ Implement, monitor and review progress of the plans.▪ Set dates for monthly meeting of the Committee▪ Prepare agendas and Chairs Committee Meetings and record these meetings in appropriate minute format▪ Distribute minutes to Operational Committee members and to the Board▪ Escalates decisions to the Board where necessary▪ Ensures necessary and timely communications to the membership from the committee.▪ Provides a report to the Administrator for the annual report.▪ Can co-opt additional members to their specific committee as necessary.▪ Ensures expenditure is within the budgeted amount approved by the Board.▪ Develops regulations and policies for subsequent approval of the Board.▪ Implements approved regulations and policies.▪ Collaborates with other operational committees to optimise the benefit to the Club.▪ Have overall responsibility of the Orewa Junior Surf programme▪ Ensure club policies and procedures are followed and that all members are treated fairly.▪ Ensure all Jr volunteer/paid roles have been police vetted.▪ Receive all sponsorship and donations and manage in accordance with Club policies.▪ Receive and coordinate appropriate responses to issues in accordance with Club policies.▪ Prepare an annual report for the Club AGM▪ Ensure club policies that apply to the juniors are developed, reviewed and ensure compliance with club policies.▪ Organise the junior prize giving.▪ Promote Awards of excellence for U14 and Rookies. | |



JUNIOR SURF COMMITTEE POSITION DESCRIPTIONS 2023

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| Position Title: | <i>JUNIOR SURF DEPUTY CHAIRPERSON (optional)</i> | |
| Reports to: | Junior Surf Chairperson, Junior Surf Operational Committee and Orewa Board (In Lifesaving Chairs Absence). | |
| Term: | One year term | |
| Key Relationships: | Internal Board Junior Surf Committee Administrator Club Coach Contractors | External SLSNR staff |
| Voting rights | Yes | |
| Objective of Position: | Manage the Junior Surf section of the club to ensure delivery of a robust junior surf programme. | |
| Desirable Attributes: | <ul style="list-style-type: none">▪ Able to manage people▪ Excellent communication skills▪ Planning Skills | <ul style="list-style-type: none">▪ Motivation skills▪ Leadership skills▪ Excellent public speaking skills |
| Meetings: | <ul style="list-style-type: none">▪ Board meetings▪ Junior Surf meetings▪ Attend SLSNR meetings as necessary | |
| Responsibilities and Duties: | Supports the Junior Surf Chairperson as delegated and in their absence: <ul style="list-style-type: none">▪ Chairs committee meetings.▪ Arranges and attends committee meetings.▪ Delegate functions to the appropriate committee members.▪ Ensures accurate minutes are kept.▪ Provides accurate and timely reports to the Board.▪ Report back to the Junior Sports Committee regarding Board decisions▪ Ensure the preparation of annual Junior Sports plan and budget▪ Obtains Board approval of the budget and plans.▪ Implement, monitor and review progress of the plans.▪ Set dates for monthly meeting of the Committee▪ Prepare agendas and Chairs Committee Meetings and record these meetings in appropriate minute format▪ Distribute minutes to Operational Committee members and to the Board▪ Escalates decisions to the Board where necessary▪ Ensures necessary and timely communications to the membership from the committee.▪ Provides a report to the Administrator for the annual report.▪ Can co-opt additional members to their specific committee as necessary.▪ Ensures expenditure is within the budgeted amount approved by the Board.▪ Develops regulations and policies for subsequent approval of the Board.▪ Implements approved regulations and policies.▪ Collaborates with other operational committees to optimise the benefit to the Club.▪ Have overall responsibility of the Orewa Junior Surf programme▪ Ensure club policies and procedures are followed and that all members are treated fairly.▪ Receive all sponsorship and donations and manage in accordance with Club policies.▪ Receive and coordinate appropriate responses to issues in accordance with Club policies.▪ Prepare an annual report for the Club AGM▪ Ensure club policies that apply to the juniors are developed, reviewed and ensure compliance with club policies.▪ Organise the junior prize giving.▪ Promote Awards of excellence for U14 and Rookies. | |



JUNIOR SURF COMMITTEE POSITION DESCRIPTIONS 2023

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| Position Title: | JUNIOR SURF ADMINISTRATOR | |
| Reports to: | Junior Surf Chairperson and Junior Surf Operational Committee | |
| Term: | One year term | |
| Key Relationships: | Internal Board Junior Surf Committee Administrator Club Coach Volunteer coaches/managers Special event Managers (oceans/pool champs) | External SLSNR staff |
| Voting Rights | Yes | |
| Objective of Position: | Manage and input all carnival entries, coach/managers for the Junior Surf Division. Coordinate the water safety and officials needed to achieve the require participant to support ratios. | |
| Desirable Attributes: | <ul style="list-style-type: none"> ▪ Able to manage people – particularly in a voluntary capacity ▪ Excellent communication skills ▪ Planning Skills | <ul style="list-style-type: none"> ▪ Motivation skills ▪ Leadership skills ▪ Excellent public speaking skills |
| Meetings: | <ul style="list-style-type: none"> ▪ Junior Surf Committee meetings ▪ Attend SLSNR meetings as necessary | |
| Responsibilities and Duties: | <ul style="list-style-type: none"> ▪ Collates competitor's entries from the Kindo system, to ensure payment is processed prior to entry. ▪ Enters competitors into junior surf event using the SLSNZ Waves system ▪ Communicates to the Volunteer Coaches/ Paid Jr Squad Coaches and Manager regarding entries open/close dates along with progress entries leading up to the close. ▪ Communicates with the Competitors of the events regarding competition details, what to expect, arrival times, etc. ▪ Recruits - Managers, Officials, water support to meet required participant support ratios. ▪ Liaises with NR/SLSNZ regarding any issues or concerns eg late entries, change of dates, refunds, alternate support if not able to meet ratios, etc. ▪ Organises, delegates waves entries and supports an Overarching manager for special events eg Pool Champs manager and Oceans manager | |



JUNIOR SURF COMMITTEE POSITION DESCRIPTIONS 2023

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|-------------------------------------|--|--|
| Position Title: | JUNIOR SURF BEACH COORDINATOR | |
| Reports to: | Junior Surf Chairperson and Junior Surf Operational Committee | |
| Term: | One year term | |
| Key Relationships: | Internal Paid staff Board Patrol Captains Junior volunteer coaches / managers Parents/ Caregivers/ Families | External SLSNZ Staff Other Junior surf coordinators / Chairmen NRSLs |
| Voting rights | Yes | |
| Objective of Position: | <ul style="list-style-type: none">• Manage 'on beach' Sunday operations of the Club Junior Surf Division to achieve the SLSNZ curriculum levels.• Report back to Jr committee any requirements, budget etc for the running of the Sunday program. | |
| Desirable Attributes: | <ul style="list-style-type: none">▪ Able to manage people - particularly in a voluntary capacity▪ Excellent communication skills▪ Planning Skills | |
| Meetings: | <ul style="list-style-type: none">• Junior Surf Committee monthly meetings• Weekly briefing before training for Managers and Coaches, as needed• Attend SLSNZ Northern Region meetings as applicable | |
| Responsibilities and Duties: | <ul style="list-style-type: none">• Responsible for facilitation of SLSNZ curriculum program at OSLSLSC on Sundays• Coordinate beach team to upskill with training and/or start of season planning day.• Work with the Patrol Captain to support Health and Safety plan for Sunday trainings• Liaise with Patrol captain to provide patch courses and to provide lifeguard assistance to groups when required.• Considers and plans adhoc training opportunities with other clubs at our local beaches as appropriate e.g. Shared Sunday session with Piha at Orewa or similar | |



JUNIOR SURF COMMITTEE POSITION DESCRIPTIONS 2023

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|-------------------------------------|--|---|
| Position Title: | ROOKIE COORDINATOR | |
| Reports to: | Junior Surf Chairperson and Junior Surf Operational Committee | |
| Term: | One year term | |
| Key Relationships: | Internal Paid staff Board LGA Instructor Patrol Captains C group coaches / manager Jr LG Integration manager | External SLSNZ Staff Other Rookie Coordinators |
| Voting Rights | Yes | |
| Objective of Position: | Coordinate the Rookie Lifeguard activities, developing C Group members into effective, fit and skilled trainee lifeguards | |
| Desirable Attributes: | <ul style="list-style-type: none">▪ Able to manage people▪ Excellent communication skills▪ Planning Skills | |
| Meetings: | <ul style="list-style-type: none">▪ Jr Committee meetings▪ Surf Patrol Committee meeting▪ Attend SLSNR meetings as necessary | |
| Responsibilities and Duties: | <ul style="list-style-type: none">▪ Coordinate the training programmes▪ Provides Rookie lifeguard training▪ Liaises with Lifesaving Development Officer and Patrol Captains to schedule Rookies to patrols▪ Organises a Rookie camp | |



JUNIOR SURF COMMITTEE POSITION DESCRIPTIONS 2023

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|-------------------------------------|---|-----------------|
| Position Title: | <i>JUNIOR SURF SECRETARY</i> | |
| Reports to: | Junior Surf Chairperson and Junior Surf Operational Committee | |
| Term: | One year term | |
| Key Relationships: | Internal Junior surf committee Board | External |
| Voting Rights | Yes | |
| Objective of Position: | To enable efficient communication to the junior surf committee and board | |
| Desirable Attributes: | <ul style="list-style-type: none">▪ Ability to summarize meetings and record appropriate decisions.▪ Ability to work efficiently with calendars▪ Good time management▪ Efficient communication | |
| Meetings: | <ul style="list-style-type: none">▪ Junior Surf | |
| Responsibilities and Duties: | <ul style="list-style-type: none">▪ Assist JR Committee chair▪ Notifies committee of upcoming meetings .▪ Asks for and coordinates meeting agenda.▪ Takes minutes and distributes to members and Club administrator within 3 days of Junior surf meeting.▪ Manage and Provide a season schedule for the Junior club including events, carnivals, club day, prize giving, tides and relevant due by dates for entries as agreed by the committee▪ Organises the updating of Jr trophies eg engraving at the end of season, ordering of medals for club day/ prizegiving keepers | |



JUNIOR SURF COMMITTEE POSITION DESCRIPTIONS 2023

Position Title: *JR FUNDRAISING COORDINATOR*

Reports to: Junior Surf Chairperson and Junior Surf Operational Committee

Term: One year term

Key Relationships:

| Internal | External |
|------------------------------------|------------------------|
| Junior Surf Committee | New World supermarket |
| Group Coaches and Managers | Gilmores |
| OSLSC Funding Relationship manager | Sponsors and suppliers |

Voting Rights: YES

Objective of Position: To coordinate fundraising opportunities aligned to and appropriate for the junior membership to achieve maximum funds for the ongoing purchase of Jr assets.

Desirable Attributes:

- Organised
- Ability to utilise networks with the membership and local community
- Strong communication skills
- Detail focused

Meetings Junior Committee meetings

Responsibilities and duties

- Attend special meetings if required for OSLSC main fundraising events
- To ensure that the JR weekly BBQ is co-ordinated and takes place each Sunday training during the summer season.
 - Communicate with the group managers on a weekly basis to ensure all their groups are ready and prepared for their week.
 - Delegate other/s to lead setup, supplies, gas bottle, etc is ready to go each week.
- To manage and organize Special Events - Jr NRC BBQ (hosted at Orewa), Jr Surf Lifesaving Athon,
- Support Community events: Santa Parade involvement, Surf Sounds support
- Create/facilitate other fun or fundraising events which serve the community and/or raises funds for OSLSC.



JUNIOR SURF COMMITTEE POSITION DESCRIPTIONS 2023

Position Title: *JR SQUAD COACH (PAID)*

Reports to: Junior Surf Chairperson and Junior Surf Operational Committee

Term: One year term

Key Relationships:

| Internal | External |
|--------------------------------|----------|
| Junior Surf Committee | SLSNR |
| Head Coach | |
| Volunteer Coaches | |
| Parents and members | |
| Squad assistant coaches (paid) | |

Voting Rights: YES

Objective of Position: To lead and enhance the Junior Squad summer surf program developing competitive skills and capability required to participate in regional and national events.

Desirable Attributes:

- Completed a full coaching development programme
- Previous experience coaching SLS activities
- Excellence in leading and motivating children
- Excellent communication skills
- Organisation skills
- Planning skills
- Ability to balance training and fun activities

Meetings Junior Committee meetings

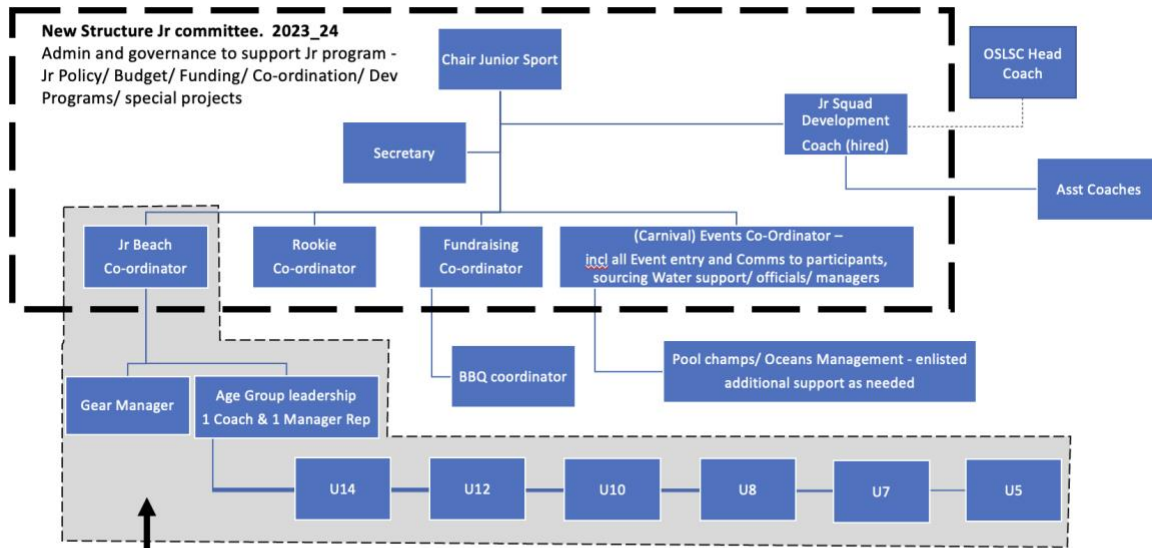
Responsibilities and duties

- Develop both land and water fitness and skills aligned to carnival events.
- Co-ordinate coaching plans with the Head Coach for any support required.
- Organise additional camps or weekend trips to other beaches as appropriate to develop athlete skills and liaise with volunteer beach team for support in facilitation.
- Considers and supports 'friendly' competitions with other Northern clubs through the season e.g. Twilight sessions
- Work with the various coaches as needed to ensure the best teams are created for Regional and National competitions.
- Encourage athletes to do additional development eg Ocean Warriors, Mount Monster, swimming lessons, etc to complement/supplement their weekday program
- Give guidance to the squad assistant coaches on how to support your training plan.
- Ensure kids have the opportunity to participate equally
- Ensure gear is cared for, washed down, inspection for damage and correct stored after training sessions
- Document and arrange repairs and obtain purchase order before doing so.
- Ensure group and membership compliance with gear policy
- Ensure club policies are adhered to at all times.
- Complete and document Risk and Management plan for Jr Surf on the sitedocs app.



JUNIOR SURF COMMITTEE POSITION DESCRIPTIONS 2023

JUNIOR ORGANISATION STRUCTURE



Beach Co-Ordinator Sub-committee

- Meets pre/post season, on Sunday each week to check in.
- Facilitated by Beach Co-Ordinator
- Responsible for facilitation of SLSNZ curriculum program at OSLSC on Sundays and *ad hoc* training opportunities with other clubs at our local beaches
- Manager/Coach roles all volunteer roles, no need to be voted in, however still require police vetting



JUNIOR SURF COMMITTEE POSITION DESCRIPTIONS 2023

JUNIOR SURF BEACH COORDINATOR – SUB COMMITTEE ROLES

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| Position Title: | AGE GROUP LEAD COACH (U14, U12, U10, U8, U7, U5) | |
| Reports to: | Junior Surf Chairperson and Junior Surf Beach Coordinator | |
| Term: | One year term | |
| Key Relationships: | Internal Junior Committee Members Age group assistant coaches Age group manager Parents and members | External SLSNR |
| Voting rights | no | |
| Objective of Position: | Establish and lead the group training programme aligned to the SLSNZ Junior curriculum levels, ensuring the children develop skills, fitness and have fun | |
| Desirable Attributes: | <ul style="list-style-type: none">▪ Completed a full coaching development programme▪ Previous experience coaching SLS activities▪ Excellence in leading and motivating children | <ul style="list-style-type: none">▪ Excellent communication skills▪ Organisation skills▪ Planning skills▪ Ability to balance training and fun activities |
| Meetings: | <ul style="list-style-type: none">▪ Organised by the Junior surf coordinator at the start and end of season and weekly Sunday check ins | |
| Responsibilities and Duties: | <ul style="list-style-type: none">▪ Develop a training programme pre-season▪ Adapt training plan each week to the conditions▪ Select and work with assistant coaches in a team▪ Identify own and other assistant coach development needs▪ Ensure kids have the opportunity to participate equally▪ Ensure gear is cared for, washed down, inspection for damage and correct stored after training sessions▪ Document and arrange repairs and obtain purchase order before doing so.▪ Ensure group and membership compliance with gear policy▪ Ensure club policies are adhered to at all times.▪ Work closely with the age group manager to communicate effectively to all members concerned▪ Respect and adhere to the Health and safety plan set out by the Patrol Captain▪ Support Squad Coach requests for testing teams at participation carnivals and offer any input and feedback to support the Squad Coaching teams decisions on Jr team selection for competitive events. | |



JUNIOR SURF COMMITTEE POSITION DESCRIPTIONS 2023

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| Position Title: | AGE GROUP ASSISTANT COACH (ALL AGE GROUPS) | |
| Reports to: | Junior Surf Beach Coordinator and Group Head Coach | |
| Term: | One year term | |
| Key Relationships: | Internal Junior Committee Members Age group assistant coaches Age group manager Parents and members | External SLSNR |
| Voting rights | No | |
| Objective of Position: | Contribute to the group training programme and ensure the children develop skills, fitness and have fun | |
| Desirable Attributes: | <ul style="list-style-type: none">▪ Completed a full coaching development programme▪ Previous experience coaching SLS activities▪ Excellence in leading and motivating children | <ul style="list-style-type: none">▪ Organisation skills▪ Planning skills▪ Ability to balance training and fun activities |
| Meetings: | <ul style="list-style-type: none">▪ Pre season coaching team gathering, end of year debrief. Weekly check ins at Sunday trainings as needed. | |
| Responsibilities and Duties: | <ul style="list-style-type: none">▪ Performs following tasks as delegated by the Lead Coach• Define training activities• Select and work with assistant coaches in a team• Provide sessions (no. and type, group)• Ensure kids have the opportunity to participate equally• Ensure gear is cared for, washed down, inspection for damage and correct stored after training sessions• Ensure club policies are adhered to at all times.▪ Respect and adhere to the Health and safety plan set out by the Patrol Captain• Identify own coaching development needs and attend coaching development programmes | |



JUNIOR SURF COMMITTEE POSITION DESCRIPTIONS 2023

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|-------------------------------------|--|--------------------------|
| Position Title: | AGE GROUP MANAGER (U14, U12, U10, U8, U7, U5) | |
| Reports to: | Junior Surf Chairperson, Junior Surf Beach Coordinator and Group Head Coach | |
| Term: | One year term | |
| Key Relationships: | Internal Junior Committee Members Group Head and Assistant Coaches Junior Events Co ordinator Parents and members | External SLSNR |
| Objective of Position: | Communicate and support the facilitation of the SLSNZ Jr curriculum programme | |
| Voting Rights | No | |
| Desirable Attributes: | <ul style="list-style-type: none">▪ Excellence in communicating with children and parents▪ Organisation skills▪ Planning skills | |
| Meetings: | <ul style="list-style-type: none">▪ Organised by the Junior surf beach coordinator at the start and end of season and weekly Sunday check ins | |
| Responsibilities and Duties: | <ul style="list-style-type: none">▪ Maintain open communication channels with parents especially at Sunday training sessions ensuring excellent understanding of current and future events<ul style="list-style-type: none">▪ Use TeamReach on a weekly basis to update your group .▪ Provide accurate advice to parents, and find out facts where necessary▪ Encourage new members at every opportunity▪ Gain assistance of parents for the various activities the club undertakes:<ul style="list-style-type: none">▪ Age group managers at each carnival i.e. U12 girls, U12 boys, U14 girls, etc.▪ water helpers, officiating, trailer towers▪ fundraising – BBQ, ticket sales, marshalling etc▪ Provide feedback on Group and individual activities and successes especially after Northern Region Junior Champs and Oceans.▪ Ensure sign-in and sign-out of children at Sunday sessions for safety reasons.<ul style="list-style-type: none">▪ Keep updating sign-in sheets and add new children to the group email list▪ Ensure all children signing in have paid and registered. Particular at start of season.▪ Ensure safety plan is supported where necessary.<ul style="list-style-type: none">▪ ensure you have a ratio of one water safety adult helper to five children▪ ensure high vis vests & club skull caps are worn at all trainings▪ Document and notify club Administration of achievement of 200m patches<ul style="list-style-type: none">▪ Record names and times▪ Notify club administration to input patch achievement into the database for competition events.▪ Always keep a record of results of all carnivals that run to finals, especially those children who come in the top 10. These will be used to determined winners for trophies.<ul style="list-style-type: none">▪ Keep your sign in / attendance sheets – children need to attend 40% of the Sunday trainings and attend one carnival in order to be eligible to receive medals at Orewa Club Champs. | |
| | Group Specific | |
| | U14 Group | |
| | <ul style="list-style-type: none">▪ Manager to liaise with and engage the Rookie Coordinator to ensure continuity of programme. | |



JUNIOR SURF COMMITTEE POSITION DESCRIPTIONS 2023

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| Position Title: | GEAR MANAGER | |
| Reports to: | Junior Surf Chairperson, Junior Surf Beach Coordinator | |
| Term: | One year term | |
| Key Relationships: | Internal Junior Committee Members Group Head and Assistant Coaches Parents and members | External SLSNR |
| Objective of Position: | Support the facilitation of Junior programme by ensuring assets are maintained to a high standard. | |
| Voting Rights | No | |
| Desirable Attributes: | <ul style="list-style-type: none">▪ Team worker▪ Understands how to do basic gear maintenance | <ul style="list-style-type: none">▪ Planning and asset management▪ Communication skills |
| Meetings: | <ul style="list-style-type: none">▪ Organised by the Junior surf beach coordinator at the start and end of season and weekly Sunday check ins | |
| Responsibilities and Duties: | <ul style="list-style-type: none">▪ Maintains a clean and organised Jr gear shed<ul style="list-style-type: none">▪ Teaches parents and young members how to wash down gear and put them away▪ Organises shed for easy identification of 'allocated' and non-allocated gear▪ Asset management and repair<ul style="list-style-type: none">▪ Checks gear regularly for any suspected damage▪ Fixes any minor repairs eg reglue knee pads, replace fin/ handles, fill foam minor damages▪ Organises repairs for major damages, reporting to the surf coordinator to confirm repair timing.▪ Works with the Jr Surf Beach coordinator to understand any asset needs and/or budget request for replacement gear or repairs.▪ Enlists support for gear shed management.▪ Liaises with Club gear manager for access to trailers as required for events or taking boards for maintenance, etc. | |



JUNIOR SURF COMMITTEE POSITION DESCRIPTIONS 2023

SQUAD DEVELOPMENT

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| Position Title: | SQUAD GROUP MANAGER | |
| Reports to: | Junior Surf Chairperson, Junior Squad Coach | |
| Term: | One year term | |
| Key Relationships: | Internal Junior Squad and Assistant coaches OSLSC Head coach Junior Chair Parents and members | External SLSNR |
| Objective of Position: | Communicate and support the facilitation of the weekday squad development program | |
| Voting Rights | No | |
| Desirable Attributes: | <ul style="list-style-type: none">▪ Excellence in communicating with children and parents▪ Organisation skills | <ul style="list-style-type: none">▪ Planning skills |
| Meetings: | <ul style="list-style-type: none">▪ As needed with the Squad coach | |
| Responsibilities and Duties: | <ul style="list-style-type: none">• Communicate with the parents via the TeamReach app excellent understanding of current and future events<ul style="list-style-type: none">▪ Use TeamReach on a regular basis to update your group .▪ Work with the age group manager to gain assistance of parents for the various activities the club undertakes:<ul style="list-style-type: none">▪ Age group managers at each carnival i.e. U12 girls, U12 boys, U14 girls, U14 boys. Your role will be overall coordination and trouble-shooting on the day▪ water helpers▪ officiating▪ Ensure sign-in and sign-out of children for safety reasons.▪ Ensure safety plan is supported where necessary.<ul style="list-style-type: none">▪ ensure you have a ratio of one water safety adult helper to five children▪ ensure high vis vests are worn at all trainings▪ ensure skull caps are worn at all trainings▪ Perform duties as delegated by the Squad Coach▪ Provide accurate advice to parents, and find out facts where necessary▪ Maintain open communication channels with parents▪ Encourage new members at every opportunity▪ Manager to liaise with and engage the Squad coach to ensure continuity of programme, records kept for attendance and equipment policy is followed, reporting any damages | |



JUNIOR SURF COMMITTEE POSITION DESCRIPTIONS 2023

SPECIAL EVENTS/ POOL DEVELOPMENT

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| Position Title: | <i>POOL CHAMPS MANAGER</i> | |
| Reports to: | Junior Surf Chairperson, Events Co ordinator | |
| Term: | 6 months (May – Oct) | |
| Key Relationships: | Internal OSLSC Head coach Pool Champs coaching team Junior Chair Junior Events Co ordinator Parents and members | External SLSNR |
| Objective of Position: | Communicate and support the facilitation of the winter pool champs junior development program | |
| Voting Rights | No | |
| Desirable Attributes: | <ul style="list-style-type: none">▪ Excellence in communicating with children and parents▪ Organisation skills | <ul style="list-style-type: none">▪ Planning skills▪ Ability to balance training and fun activities |
| Meetings: | <ul style="list-style-type: none">▪ As needed with the pool champs team | |
| Responsibilities and Duties: | <ul style="list-style-type: none">• Communicate with the parents via the TeamReach app excellent understanding of current and future events<ul style="list-style-type: none">▪ Use TeamReach on a regular basis to update your group .▪ Work with the pool champs team to gain assistance of parents for the various events the club undertakes:<ul style="list-style-type: none">▪ Officiating▪ Time keeping▪ Ensure sign-in and sign-out of children for safety reasons.▪ Perform duties as delegated by the Pool champs coaching team▪ Provide accurate advice to parents, and find out facts where necessary▪ Maintain open communication channels with parents▪ Encourage new members at every opportunity▪ Manager to liaise with and engage the Pool Champs head coach to ensure continuity of programme, records kept for attendance and equipment policy is followed, reporting any damages▪ Work with the Junior Events coordinator to ensure participants are registered, enrolled and paid into events as appropriate.▪ Organise and book pool lanes for training schedule | |



JUNIOR SURF COMMITTEE POSITION DESCRIPTIONS 2023

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| Position Title: | OCEANS OVERALL MANAGER | |
| Reports to: | Junior Surf Chairperson, Events Co ordinator | |
| Term: | 2 months (Jan – Feb) | |
| Key Relationships: | Internal OSLSC Head coach Squad coaching team Junior Chair Junior Events Co ordinator Parents and members | External SLSNR |
| Objective of Position: | Communicate to and support the overall management of the Oceans team to attend the National event. | |
| Voting Rights | No | |
| Desirable Attributes: | <ul style="list-style-type: none">▪ Excellence in communicating with children and parents▪ Organisation skills | <ul style="list-style-type: none">▪ Planning skills▪ Ability to balance training and fun activities |
| Meetings: | <ul style="list-style-type: none">▪ As needed with the Ocean athletes, parents and coaches. | |
| Responsibilities and Duties: | <ul style="list-style-type: none">▪ Maintain open communication channels with parents via the TeamReach app to maintain an excellent understanding of current and future events<ul style="list-style-type: none">▪ Use TeamReach on a regular basis to update your group▪ Provide accurate advice to parents, and find out facts where necessary▪ Provide details of what to expect and be prepared for at the event.▪ Work with the Event Admin coordinator and Age group managers to gain assistance of parents for:<ul style="list-style-type: none">▪ Age group team management▪ Work with the Junior Events coordinator to ensure participants are registered, enrolled and paid into events as appropriate.▪ Organise an email out to all the athlete's school confirming their attendance and representation of the club at this national event.▪ Ensure you have all necessary documentation provided to SLSNZ event coordinator<ul style="list-style-type: none">▪ Event photographer application▪ Notification of existing athlete health issues▪ Organise sponsored team gear if appropriate▪ Attend the Ocean's event as the overarching team manager. Note: if you are unable to attend the event, you are responsible for delegating this role for that event.▪ Make any team changes via Waves each evening prior to the next day as advised by the SLSNZ event coordinator▪ Support event age group managers with any admin eg manual change of teams, scratching of events, etc. | |