



## STRUCTURE AND POSITION DESCRIPTIONS

<b>Position Title:</b>	<b><i>ATHLETES REPRESENTATIVE - this role can be split into a Male and Female Athletes Rep</i></b>	
<b>Reports to:</b>	Sports Chairperson	
<b>Term:</b>	One year term	
	<b>Internal</b>	<b>External</b>
<b>Key Relationships:</b>	Committee members Head Coach & supporting coaches Masters Athletes	SLSNR Paid Staff
<b>Objective of Position:</b>	Represent Senior Athletes	
<b>Desirable Attributes:</b>	<ul style="list-style-type: none"> <li>▪ Excellent communication skills</li> <li>▪ Well organized</li> <li>▪ Collaborative</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conflict resolution skills</li> <li>▪ Planning Skills</li> </ul>
<b>Meetings:</b>	Sport Committee Meetings Sports Team meetings	
<b>Responsibilities and Duties:</b>	<ul style="list-style-type: none"> <li>▪ Provide support to all Male and Female Senior Athletes</li> <li>▪ Communicate with the Head Coach and Team Managers</li> <li>▪ Ensure the training programme set by the Head Coach is understood by Athletes</li> <li>▪ Provide details of any achievements to the PRO for publication</li> <li>▪ Promote and encourage healthy communication between Athletes and the Sports committee</li> <li>▪ Ensure any issues or concerns are dealt with quickly and effectively</li> <li>▪ Promote the health and safety of all participants in Surf Life Saving</li> <li>▪ Implement approved regulations and policies</li> <li>▪ Encourage and promote Surf Life Saving as a sport and activity to be undertaken in a manner which upholds the principles of fair play and is free from doping</li> </ul>	



**STRUCTURE AND POSITION DESCRIPTIONS**

<b>Position Title:</b>	<b>BOAT REPRESENTATIVE</b>	
<b>Reports to:</b>	Sports Chairperson	
<b>Term:</b>	One year term	
	<b>Internal</b>	<b>External</b>
<b>Key Relationships:</b>	Committee members Head Coach, supporting coaches and team managers Athletes Parents and supporters	SLSNR Other Surf Life Saving Clubs

<b>Objective of Position:</b>	Represent the Boat Athletes
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<b>Desirable Attributes:</b>	<ul style="list-style-type: none"> <li>▪ Collaborative</li> <li>▪ Well organised</li> </ul>	<ul style="list-style-type: none"> <li>▪ Excellent communication skills</li> <li>▪ Planning Skills</li> </ul>
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<b>Meetings:</b>	Sport Committee Meetings Sports Team meetings
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<b>Responsibilities and Duties:</b>	<ul style="list-style-type: none"> <li>▪ Communicate with the Sports committee regarding events at carnivals and specific boat carnivals</li> <li>▪ Liaise with boat sweeps and coaches</li> <li>▪ Liaise with other clubs and or organisations regarding specific boat carnivals</li> <li>▪ Ensure entry process for boat athletes are given to the Team Managers</li> <li>▪ Discuss with the Head Coach the objectives of the boat teams and how they fit into the Sports Programme</li> <li>▪ Provide timely and accurate reporting of achievements to the PRO for publication</li> <li>▪ Liaise with the Gear Steward regarding any repairs and maintenance</li> <li>▪ Ensure any issues or concerns are dealt with quickly and effectively</li> <li>▪ Promote the health and safety of all participants in Surf Life Saving</li> <li>▪ Implement approved regulations and policies</li> <li>▪ Encourage and promote Surf Life Saving as a sport and activity to be undertaken in a manner which upholds the principles of fair play and is free from doping</li> </ul>
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**STRUCTURE AND POSITION DESCRIPTIONS**

<b>Position Title:</b>	<b>CANOE REPRESENTATIVE</b>	
<b>Reports to:</b>	Sports Chairperson	
<b>Term:</b>	One year term	
	<b>Internal</b>	<b>External</b>
<b>Key Relationships:</b>	Committee members Head Coach, supporting coaches and team managers Athletes Parents and supporters	SLSNR Other Surf Life Saving Clubs
<b>Objective of Position:</b>	Represent the Canoe Athletes	
<b>Desirable Attributes:</b>	<ul style="list-style-type: none"> <li>▪ Collaborative</li> <li>▪ Well organised</li> </ul>	<ul style="list-style-type: none"> <li>▪ Excellent communication skills</li> <li>▪ Planning Skills</li> </ul>
<b>Meetings:</b>	Sport Committee Meetings Sports Team meetings	
<b>Responsibilities and Duties:</b>	<ul style="list-style-type: none"> <li>▪ Communicate with the Sports committee regarding events at carnivals and specific canoe carnivals</li> <li>▪ Liaise with other clubs and or organisations regarding specific canoe carnivals</li> <li>▪ Ensure entry process for canoe athletes are given to the Team Managers</li> <li>▪ Discuss with the Head Coach the objectives of the canoe teams and how they fit into the Sports Programme</li> <li>▪ Provide timely and accurate reporting of achievements to the PRO for publication</li> <li>▪ Liaise with the Gear Steward regarding any repairs and maintenance</li> <li>▪ Ensure any issues or concerns are dealt with quickly and effectively</li> <li>▪ Promote the health and safety of all participants in Surf Life Saving.</li> <li>▪ Implement approved regulations and policies</li> <li>▪ Encourage and promote Surf Life Saving as a sport and activity to be undertaken in a manner which upholds the principles of fair play and is free from doping</li> </ul>	



**STRUCTURE AND POSITION DESCRIPTIONS**

<b>Position Title:</b>	<b><i>Deputy Sports Chairperson</i></b>	
<b>Reports to:</b>	Sports Chairperson	
<b>Term:</b>	One year term	
	<b>Internal</b>	<b>External</b>
<b>Key Relationships:</b>	Sport Committee Coach Athletes Board	SLSNZ / SLSNR Officials and Representatives

<b>Objective of Position:</b>	To support the Sports Chairperson to carry out responsibilities and duties as and when required.
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<b>Desirable Attributes:</b>	<ul style="list-style-type: none"> <li>▪ Financial management skills</li> <li>▪ Well organised</li> </ul>	<ul style="list-style-type: none"> <li>▪ Excellent communication skills</li> <li>▪ Planning Skills</li> </ul>
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<b>Meetings:</b>	Sport Committee Meetings
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<b>Responsibilities and Duties:</b>	<ul style="list-style-type: none"> <li>▪ Prepare agendas and Chairs Committee Meetings</li> <li>▪ Ensures accurate minutes are kept.</li> <li>▪ Arranges and attends committee meetings.</li> <li>▪ Delegate functions to the appropriate committee members.</li> <li>▪ Provides accurate and timely reports to be presented to the Board.</li> <li>▪ Ensure the preparation of annual Sports plan and budget</li> <li>▪ Implement, monitor and review progress of the plans.</li> <li>▪ Set dates for monthly meeting of the Committee</li> <li>▪ Distribute minutes to Operational Committee members and to the Board</li> <li>▪ Escalates decisions to the Board where necessary</li> <li>▪ Ensures necessary and timely communications to the membership from the committee.</li> <li>▪ Provides a report to the Administrator for the annual report.</li> <li>▪ Ensures expenditure is within the budgeted amount approved by the Sports Committee and Board.</li> <li>▪ Develops regulations and policies for subsequent approval of the Board.</li> <li>▪ Implements approved regulations and policies.</li> <li>▪ Collaborates with other operational committees to optimise the benefit to the Club.</li> <li>▪ Ensure necessary resources to develop and maintain an excellent Sports programme</li> <li>▪ Any other adhoc duties required by the Sports Chairperson</li> <li>▪ Promote the health and safety of all participants in Surf Life Saving</li> <li>▪ Implement approved regulations and policies</li> <li>▪ Encourage and promote Surf Life Saving as a sport and activity to be undertaken in a manner which upholds the principles of fair play and is free from doping</li> </ul>
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**STRUCTURE AND POSITION DESCRIPTIONS**

<b>Position Title:</b>	<b>GEAR STEWARD</b>	
<b>Reports to:</b>	Sports Chairperson	
<b>Term:</b>	One year term	
	<b>Internal</b>	<b>External</b>
<b>Key Relationships:</b>	Committee members Head Coach & supporting coaches Team Managers	SLSNR Paid Staff Suppliers

<b>Objective of Position:</b>	Ensure all equipment is in a fit condition for racing and training
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<b>Desirable Attributes:</b>	<ul style="list-style-type: none"> <li>▪ Excellent communication skills</li> <li>▪ Well organized</li> <li>▪ Collaborative</li> </ul>	<ul style="list-style-type: none"> <li>▪ Planning Skills</li> </ul>
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<b>Meetings:</b>	Sport Committee Meetings Sports Team meetings
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<b>Responsibilities and Duties:</b>	<ul style="list-style-type: none"> <li>▪ Ensure all senior equipment is in good condition</li> <li>▪ Report any repairs and maintenance to the Sports Committee and sports representatives as necessary</li> <li>▪ Communicate with the Head Coach and Team Managers</li> <li>▪ Liaise with external suppliers when required for any repairs and maintenance</li> <li>▪ Undertake annual audit of all equipment</li> <li>▪ Liaise with Club Administrator as and when required</li> <li>▪ Promote the health and safety of all participants in Surf Life Saving</li> <li>▪ Implements approved regulations and policies</li> <li>▪ Encourage and promote Surf Life Saving as a sport and activity to be undertaken in a manner which upholds the principles of fair play and is free from doping</li> </ul>
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**STRUCTURE AND POSITION DESCRIPTIONS**

<b>Position Title:</b>	<b><i>IRB RACING REPRESENTATIVE</i></b>	
<b>Reports to:</b>	Sports Chairperson	
<b>Term:</b>	One year term	
	<b>Internal</b>	<b>External</b>
<b>Key Relationships:</b>	Committee members Head Coach, supporting coaches and team managers Athletes Parents and supporters	SLSNR Other Surf Life Saving Clubs

<b>Objective of Position:</b>	Represent the IRB Racing Athletes
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<b>Desirable Attributes:</b>	<ul style="list-style-type: none"> <li>▪ Collaborative</li> <li>▪ Well organised</li> </ul>	<ul style="list-style-type: none"> <li>▪ Excellent communication skills</li> <li>▪ Planning Skills</li> </ul>
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<b>Meetings:</b>	Sport Committee Meetings Sports Team meetings
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<b>Responsibilities and Duties:</b>	<ul style="list-style-type: none"> <li>▪ Communicate with the Sports committee regarding events and specific IRB Racing carnivals</li> <li>▪ Liaise with other clubs and organisations regarding specific IRB Racing carnivals</li> <li>▪ Ensure entry process for IRB Racing athletes are given to the Team Managers or entered correctly</li> <li>▪ Discuss with the Head Coach the objectives of the IRB Racing teams and how they fit into the Sports Programme</li> <li>▪ Provide timely and accurate reporting of achievements to the PRO for publication</li> <li>▪ Liaise with the IRB Gear Steward regarding any repairs and maintenance</li> <li>▪ Ensure any issues or concerns are dealt with quickly and effectively</li> <li>▪ Promote the health and safety of all participants in Surf Life Saving</li> <li>▪ Implement approved regulations and policies</li> <li>▪ Encourage and promote Surf Life Saving as a sport and activity to be undertaken in a manner which upholds the principles of fair play and is free from doping</li> </ul>
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## STRUCTURE AND POSITION DESCRIPTIONS

<b>Position Title:</b>	<b><i>MASTERS REPRESENTATIVE</i></b>	
<b>Reports to:</b>	Sports Chairperson	
<b>Term:</b>	One year term	
	<b>Internal</b>	<b>External</b>
<b>Key Relationships:</b>	Committee members Head Coach & supporting coaches Masters Athletes	SLSNR Paid Staff

<b>Objective of Position:</b>	Represent Masters Athletes
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<b>Desirable Attributes:</b>	<ul style="list-style-type: none"> <li>▪ Excellent communication skills</li> <li>▪ Well organized</li> <li>▪ Collaborative</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conflict resolution skills</li> <li>▪ Planning Skills</li> </ul>
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<b>Meetings:</b>	Sport Committee Meetings Sports Team meetings
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<b>Responsibilities and Duties:</b>	<ul style="list-style-type: none"> <li>▪ Provide support to all Masters Athletes</li> <li>▪ Communicate with the Head Coach and Team Managers</li> <li>▪ Provide details of any achievements to the PRO for publication</li> <li>▪ Promote and encourage healthy communication between athletes and the Sports committee</li> <li>▪ Ensure any issues or concerns are dealt with quickly and effectively</li> <li>▪ Promote the health and safety of all participants in Surf Life Saving</li> <li>▪ Implement approved regulations and policies</li> <li>▪ Encourage and promote Surf Life Saving as a sport and activity to be undertaken in a manner which upholds the principles of fair play and is free from doping</li> </ul>
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## STRUCTURE AND POSITION DESCRIPTIONS

<b>Position Title:</b>	<b>TEAM MANAGER</b>	
<b>Reports to:</b>	Sports Chairperson	
<b>Term:</b>	One year term	
	<b>Internal</b>	<b>External</b>
<b>Key Relationships:</b>	Committee members Head Coach & supporting coaches Athletes Parents and supporters	SLSNR Paid Staff Sponsors Suppliers

<b>Objective of Position:</b>	Manage the operations & logistics of the Senior Sports team.
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<b>Desirable Attributes:</b>	<ul style="list-style-type: none"> <li>▪ Strong administrative skills</li> <li>▪ Well organized</li> <li>▪ Collaborative</li> </ul>	<ul style="list-style-type: none"> <li>▪ Excellent communication skills</li> <li>▪ Planning Skills</li> <li>▪ Conflict resolution skills</li> </ul>
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<b>Meetings:</b>	Sport Committee Meetings Sports Team meetings
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<b>Responsibilities and Duties:</b>	<ul style="list-style-type: none"> <li>▪ Communicate with membership on carnival entry processes</li> <li>▪ Load and complete all entries for carnivals</li> <li>▪ Coordinate all the logistical requirements for each carnival including, but not limited to accommodation, gear transportation, age group managers etc</li> <li>▪ Support the Head Coach to meet the clubs objectives in the delivery of the Sports programme</li> <li>▪ Make and communicate team selections in conjunction with the Head Coach as set out in the Team Selections policy</li> <li>▪ Provide timely and accurate reporting of achievements to the PRO for publication</li> <li>▪ Communicate accurate and timely advice to the Senior Sports membership where necessary</li> <li>▪ Promote and encourage healthy communication between members and the sports committee</li> <li>▪ Ensure any issues or concerns are dealt with quickly and effectively</li> <li>▪ Promote the health and safety of all participants in Surf Life Saving</li> <li>▪ Implement approved regulations and policies</li> <li>▪ Encourage and promote Surf Life Saving as a sport and activity to be undertaken in a manner which upholds the principles of fair play and is free from doping</li> </ul>
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## STRUCTURE AND POSITION DESCRIPTIONS

<b>Position Title:</b>	<b>SPORT CHAIRPERSON</b>	
<b>Reports to:</b>	Chairman	
<b>Term:</b>	A two year term which is elected in an even year at the Orewa SLSC AGM	
	<b>Internal</b>	<b>External</b>
<b>Key Relationships:</b>	Board Sport committee Contractors Coaches Athletes	SLSNR/SLSNZ officials

<b>Objective of Position:</b>	To supervise the coach and manage the team at carnivals.
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<b>Desirable Attributes:</b>	<ul style="list-style-type: none"> <li>▪ Financial management skills</li> <li>▪ Well organised</li> <li>▪ Able to manage people</li> <li>▪ Leadership skills</li> <li>▪ Uses sound information and collaborative approach to make good decisions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Excellent communication skills</li> <li>▪ Planning Skills</li> <li>▪ Pro-active, motivated and focused</li> <li>▪ Delegation skills</li> <li>▪ Excellent motivator</li> </ul>
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<b>Meetings:</b>	<ul style="list-style-type: none"> <li>▪ Sport Committee meetings</li> </ul>
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<b>Responsibilities and Duties:</b>	<ul style="list-style-type: none"> <li>▪ Chairs committee meetings.</li> <li>▪ Arranges and attends committee meetings.</li> <li>▪ Delegate functions to the appropriate committee members.</li> <li>▪ Ensures accurate minutes are kept.</li> <li>▪ Provides accurate and timely reports to the Board.</li> <li>▪ Report back to the Sports Committee regarding Board decisions</li> <li>▪ Ensure the preparation of annual Sports plan and budget</li> <li>▪ Obtains Board approval of the budget and plans.</li> <li>▪ Implement, monitor and review progress of the plans.</li> <li>▪ Set dates for monthly meeting of the Committee</li> <li>▪ Prepare agendas and Chairs Committee Meetings and record these meetings in appropriate minute format</li> <li>▪ Distribute minutes to Operational Committee members and to the Board</li> <li>▪ Escalates decisions to the Board where necessary</li> <li>▪ Ensures necessary and timely communications to the membership from the committee.</li> <li>▪ Provides a report to the Administrator for the annual report.</li> <li>▪ Can co-opt additional members to their specific committee as necessary.</li> <li>▪ Ensures expenditure is within the budgeted amount approved by the Board.</li> <li>▪ Develops regulations and policies for subsequent approval of the Board.</li> <li>▪ Implements approved regulations and policies.</li> <li>▪ Collaborates with other operational committees to optimise the benefit to the Club.</li> <li>▪ Ensure necessary resources to develop and maintain an excellent sport programme are in place.</li> <li>▪ Supervises the Head Coach</li> </ul>
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