

Fremantle Surf Life Saving Club

Position Description

Manager of Surf Sports



Purpose:

- To manage and monitor the Club's Surf Sports activities to ensure that the Club's legal, regulatory and financial obligations are met
- To act as a focal point at operations level for Surf Sports

Reports to:

- Director of Surf Sports

Qualifications:

- Financial member of the Club, with voting rights
- Proficient holder of current SLSA award – Bronze Medallion preferred. Coaching or Official qualification desirable
- Current National Police Clearance or Working With Children Clearance

Key Competences:

- Good understanding of SLSA Surf Sports competition rules and requirements
- Effective communicator with good interpersonal skills
- Effective report writing skills
- Effective team leadership skills
- Ability to maintain confidentiality
- Ability to deal with others honestly, ethically and with integrity

Approved by: James Birkmanis – Director of Administration

Date: 4/04/2018

Revision: 1

Accountabilities:

- Uphold the Constitution and Bylaws of the Club, and promote the Club's values through actions and words
- Preparation and monitoring of the Surf Sports elements of the Club's annual Budget (inclusive of the purchase and maintenance of Surf Sports equipment and competitor entries to carnivals)
- Act as first point of contact for Surf Sports operational issues
- Manage the inventory, purchase and maintenance of Surf Sports equipment
- Dissemination of Surf Sports information through communication tools and social media platforms
- Manage and monitor SLSA and SLSWA Surf Sports communications (including Bulletins, Circulars and revisions to SLSA Competition Rules and Requirements) to ensure the obligations to Surf Sports competitors, SLSWA and other stakeholders are met
- Attend (or provide a suitable delegate) SLSWA Surf Sports forums
- Manage and monitor the Club's Surf Sports activities (including coaching, officiating, competition and gymnasium) to ensure that they are conducted with safety, integrity and responsibility
- Ensure that the Club's Surf Sports obligations to SLSWA and other stakeholders are met (including hosting carnivals at Fremantle SLSC)
- Assist in the development of succession plans for key reporting positions and identify potential candidates
- Attend and manage monthly Surf Sports Committee meetings and be accountable for the distribution of meeting minutes
- Attend scheduled Fremantle SLSC Management meetings
- Promote effective vertical communication between the Board and Surf Sports Committee
- Support to the Director of Surf Sports when requested
- Annual reporting to the Club (including any financial reporting required by the Board, and preparation of sections of the Club's Annual Report, if required)

Key Performance Indicators:

- Attendance at least 75% of the scheduled Fremantle SLSC Management meetings
- Attendance at least 75% of the scheduled Surf Sports Committee meetings
- Ensure 100% of the Club's Surf Sports commitments are met