



## Club Procedure MARGOV011

### Junior Activities Committee

Endorsement Date:	9 <sup>th</sup> November 2020
Guideline Topic:	Operations of the Junior Activities Committee
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#### 1. Purpose and Background

- 1.1 To guide the Junior Activities Committee in conducting and operating a Junior Activities program at Marcoola Surf Life Saving Club.
- 1.2 Surf Life Saving Queensland (SLSQ) is nationally and internationally respected as a leader in developing and delivering aquatic safety, lifesaving, and associated services. Junior Activities plays a key role within Surf Life Saving as it is the foundation for the future of the organisation.
- 1.3 The Surf Life Saving Junior Activities Program has been operating in Queensland since 1968 and successfully at Marcoola Surf Life Saving Club since the 1969/70 season. This policy and procedure is to ensure the future of Junior Activities at Marcoola.

#### 2 Policy Statement

- 2.1 Junior Activities are conducted to ensure the promotion of social; emotional; and physical growth; and development in a healthy and safe environment within the Marcoola Surf Life Saving Club. The following objectives have been designed to encourage and support our Junior Activities members (Nippers):
  - i. By providing for the instruction and the conduct of assessments for Junior Activities members to gain their respective awards;
  - ii. By organising, in conjunction with the Club, the instruction and/or assessment of junior members to gain their SLSA, SLSQ or Branch Awards;
  - iii. By providing the best possible lifesaving experience for all Junior Activities members with the overarching aim being to encourage long-term active participation;



- iv. By providing opportunities for Junior Activities members to participate in enjoyable lifesaving activities and competition in an aquatic environment by offering a wide variety of activities to the skill and maturity levels of all juniors;
- v. By ensuring the juniors are safe on Australian beaches through the provision of beach safety education programs;
- vi. By developing a team based philosophy encompassing leadership, camaraderie, teamwork and fun;
- vii. By promoting social; emotional; and physical growth and development; in a healthy and safe environment; and
- viii. Ensuring the Member Protection Policy is followed with committee members, parents and Age Managers being educated annually regarding this policy.

2.2 The Junior Activities Executive Committee (as prescribed in By-Law 7.1(d)) reports to the Board of the Marcoola Surf Life Saving Club and is responsible to the Board for its actions and decisions. These actions and decisions must be consistent with the Club's Constitution, By-Laws, Strategic Plan and the Policies and Procedures.

2.3 The Marcoola Surf Life Saving Club Junior Activities Committee shall be provided governance training by the Board to assist in their competent administration of the section and to enhance their knowledge of surf lifesaving governance/management.

### **3 Applicability**

3.1 This procedure applies to all members of the Marcoola Surf Life Saving Club in general but particularly to Junior Activity Members. The responsibility of implementing this policy/procedure rests with the Board.

### **4 Statutory/Constitution/By-Laws Requirements**

4.1 This procedure specifically relates to Constitution Clauses 3, 10.3, 12(a) and all By-Laws contained in Section 7.

### **5. Considerations**

5.1 A member on being elected to a position on the Junior Activities Management Committee is required to:



- i Understand the charitable purpose of the Club and ensure all Junior Activities members are working towards that purpose;
- ii Be familiar with their position description and role as a member of the committee;
- iii Understand the Club's financial position and be familiar with the financial statements as provided by the Board regarding Junior Activities;
- iv Keep their responsibilities and legal duties as a committee member in mind when making decisions as a committee member;
- v Ensure they have access to and that they also comply with the Club Constitution, By-Laws, Policy and Procedures documents and the Junior Activities Handbook;
- vi Although committee members act as a group, a committee member should always do what they think is best for the Club, even if sometimes it means taking a different view to other committee members;
- vii Understand the Club has obligations to other government agencies and abide by those obligations as set out by the Board;
- viii Ensure a delegate attends any designated meeting, including and not limited to: Life Saving Operations Committee; Surf Sports and Competition Committee; Finance Committee; and any other committee as requested by the Board;
- ix Listen to the other committee members and work as part of a team. The committee shares a collective responsibility for the Junior Activities and committee members should see other committee members as colleagues;
- x Be confident to declare and manage conflicts of interest responsibly. Most committee members will encounter conflicts of interest and should feel confident to manage them responsibly; and
- xi Always act in the best interests of the Club – committee members have a responsibility to put the interests of the Club above their own personal interests.

## **6. Procedures**

### **6.1 Marcoola Junior Activities Handbook**

The Marcoola Surf Life Saving Club acknowledges the Marcoola Junior Activities Handbook is prepared for each season by the Junior Activities Committee and adopts its contents as the procedure for Junior Activities Operations at Marcoola Surf Life Saving Club. The handbook will be updated each season and posted on the Marcoola Surf Lifesaving Club website and any other social media medium used by the Junior Activities Committee.



6.2 The Marcoola Junior Activities Handbook will cover the following information:

- i. Nipper Key Contacts & Positions;
- ii. The Marcoola Nipper Program;
- iii. Nipper Sundays;
- iv. Junior Preliminary Skills Evaluation;
- v. Training;
- vi. Sponsorship & Fundraising;
- vii. Nipper Craft Information;
- viii. Carnivals;
- ix. Nipper Championship Days;
- x. Club Awards; and
- xi. Selection of Nipper Club Captains.

6.3 SLSQ Junior Activities Manual

The Marcoola Surf Lifesaving Club acknowledges the SLSQ Junior Activities Manual prepared for each season by SLSQ and adopts its contents in principle.

6.4 Parent Induction

Marcoola Surf Lifesaving Club will deliver inductions for parents at the beginning of each season to explain the fundamental elements of the Junior Activities program, operations and to provide opportunities for parents to volunteer assistance to the Junior Activities program.

**Authority**

Peter Hourn

President