

# MARCOOLA SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title:** Team Manager and Chairperson of the Surf Sports and Competition Committee

**Reporting to:** Director of Life Saving

**This is a voluntary position and carries no salary or designated hours**

---

### **Purpose of the Position**

The Team Manager provides strategic guidance and leadership in support of all Surf Sports functions of the club including providing assistance to Directors of the Board in relation to their roles.

The primary focus is to ensure the club functions in a professional and corporate manner and its Surf Sports Functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland and the members of Marcoola Surf Life Saving Club.

### **Pre-requisites**

To nominate for the position of Team Manager of Marcoola Surf Life Saving Club you must:

- Be a current financial member of the club.
- Be eligible to hold a clearance for working with children in accordance with the *Working with Children (Risk Management and Screening) Act 2000*;
- Must have served on at least one senior Active Club Committee for a period of not less than two years;
- Must not have any negative judicial findings recorded against you in the lifesaving movement;
- Have a strong commitment to the ideals of surf lifesaving;
- Have experience and or proven ability to fill a leadership role in a not-for-profit volunteer based organisation, which includes a good understanding of financial statements, administration needs and the ability to speak in public;
- Have knowledge of modern governance practices, including risk management);
- Have knowledge of the legal requirements of surf lifesaving and contemporary issues affecting the organisation;

- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills;
- Have good listening and project management skills; and
- Have a complete understanding of the Codes of Conduct.

### **Objectives of the Team Manager Officer**

- Motivate the Surf Sports and Competition Committee to maintain a positive, modern, forward- thinking approach to the growth and development of the Marcoola Surf Life Saving Club, through the implementation of modern governance, a modern Constitution, By-Laws and updated Policies and Procedures;
- As the Team Manager, represent the Marcoola Surf Life Saving Club in a professional, positive and appropriate manner in accordance with each situation;
- Provide effective co-ordination and management of Marcoola Surf Life Saving Clubs' competition team members at all surf lifesaving competitions;
- Maintain an up-to-date knowledge of the current SLSA Competition Manual and associated circulars;
- As leader and Chairperson of the Surf sports and Competition Committee, ensure a high standard of volunteer management practices are maintained;
- Ensure the Marcoola Surf Life Saving Club is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the club's Policies and Procedures;
- Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct;
- Observe and encourage others to comply with the By-Laws and Policies and Procedures as prescribed in the Policies and Procedures Manual, including providing reports and other requested information on the appropriate reporting templates; and
- Facilitate and encourage positive, effective and efficient decision making processes based on sound information and clear judgement;
- Obtain a Level 1 coaching accreditation; and
- Encourage other coaches or potential coaches to undertake their Level 1 accreditation.

### **Responsibilities and duties**

#### **General Commitment**

By nominating for the position of Surf sports Officer of Marcoola Surf Life Saving Club you are giving an undertaking to the members of the club that you will commit to the following standards:

- Provide the level of leadership within the Surf Sports portfolio including strategic guidance for all disciplines of SLSA Surf Sports events;
- Develop and manage the annual budget for Surf Sports;
- Prepare an annual budget compiled from submissions from the Surf Sports and Competition members by 1 March annually;

- Liaise with the Coaching Coordinator regarding the management of coaching contracts for all contracted coaches employed by the Club;
- Oversee the application of subsidies for competitors;
- Liaise with the Coaching Coordinator;
- Co-ordinating the assembly (after selection), transport, accommodation and be responsible for the conduct and behaviour of competitors and team;
- In conjunction with club coach/es, receive and arrange entries for carnivals. Entries are to be endorsed by the Club Secretary (when indicated), and then forwarded (by appropriate means) to the proper destination;
- Record the attendance of competitors at carnivals and all results in competition and forward the latter to the Club Registrar and Club Administrator;
- Submit a written report to each Surf Sports and Competition Committee Meeting for forwarding to the Board of Directors;
- Liaise with the Junior Activities Chairperson to promote the development of Nipper member's into the senior club surf sports events;
- Undertake to provide the Board of Directors and the Club Council with open accountable reporting;
- Strive to move the club forward in a positive and professional manner;
- Develop and support the implementation of the Club's Strategic Plan with a view to further enhance and develop the long term strategic blueprint for the Club's future; and
- Work positively and supportively with SLSA and SLSQ to develop harmonious organisational relationships;
- Have the power to discipline members of a Touring Team;
- Prepare and present a budget (if required) for each competition attended and any associated team being managed for the Surf Sports Officer;
- In the case of large financial commitment, submit a statement with receipts and invoices within thirty days after the completion of the event.

### **Team Manager / Chairperson Surf Sports Committee**

As Team Manager you will be required to chair all Surf sports and Competition Committee meetings and provide a written report monthly to the Board of Directors. You will need to manage and develop the operational effectiveness of Marcoola Surf Life Saving Club Surf Sports Operations and must have a high skill level in the following areas:

- Have a reasonable understanding of corporate governance as it relates to not-for-profit organisations;
- Have a reasonable understanding of formal meeting procedure;
- Have a working understanding of the club Constitution, By-Laws and Policies and Procedures;
- Provide functional leadership to the Surf Sports Committee;
- Have a good knowledge of the range of surf sports disciplines available to members; and
- Ensure planning and budgeting for the Surf Sports function is carried out in accordance with the wishes of the members.

## Administration

- Develop a good working relationship with the President, General Manager, Club Administrator, Club Secretary, Coaching Coordinator and Club Treasurer to maintain an effective corporate business structure within the club; and
- Provide advice on Surf Sports matters as may be requested by the Board of Directors from time to time.

## Qualifications

No formal qualifications are required; however, general business management related qualifications would be a definite advantage.

## Skills and Experience

- Minimum three (3) years general lifesaving involvement;
- General experience as a competitor within surf lifesaving; and
- Experience working in a volunteer organisation, preferably with surf lifesaving.

## Personal Qualities

- Good written and verbal communication skills;
- Ability to work with others;
- Ability to prioritise tasks and handle multiple job workloads;
- Attention to detail; and
- Ability to adapt to a changing environment.

## Relationships

With	Purpose
1. Coaching Co-ordinator	Liaise with the Coaching Co-ordinator regarding effective surf sports coaching and needs
2. General Manager & Club Administrator	Liaise with the GM & Club Administrator regarding administration needs within the portfolio
3. President	Provide Strategic input to all functional areas of the club
4. Deputy President	
5. Treasurer	
6. Secretary	
7. Club Captain	
8. Junior Activities Chairperson	

## Re-election Period

Annually at the AGM