

JUNIOR ACTIVITIES TEAM MANAGER

PURPOSE: The Junior Activities Team Manager represents the junior team at all club meetings management and ensures that all team members are kept up to date with club requirements

RESPONSIBLE TO: Junior Activities Chairperson/President

RESPONSIBILITIES:

- Responsible for the control and conduct of the competitors
- Submit a team report following each major carnival
- Record the attendance of the competitors at carnivals
- Be responsible for preparing the age competitors and teams as selected by the Selection Committee for their respective events
- Ensure the competitors are at the marshalling area at the prescribed time for such events
- Be responsible for lodging all protests as per the Associations Competition Manual
- Be assisted by an assistant JA Team Manager and the JA Age Group Managers/Leaders
- Facilitate entries and accommodation for competitors to carnivals
- Ensure that any athletes under the age of 18 in each section are chaperoned by their parents or a responsible adult who is willing to accept a chaperone role at events where an overnight stay is warranted
- Ensure all monies (i.e. membership, competition levy, accommodation etc) are paid in full by the required date
- Make sure all club equipment (e.g. tents, reels, boards, skis etc) is transported to carnivals by start time in conjunction with the Junior Activities Gear Steward
- Ensure that all junior team members respect and support the club at all times, and abide by the code of conduct

KNOWLEDGE & SKILLS REQUIRED:

- Knowledge of all SLSA & SLSQ Surf Sports Rules and Regulations including: *Surf Sports Manual* and any related bulletins and circulars
- Ability to organise and delegate tasks
- Maintain confidentiality on relevant matters
- Communicate effectively and possess good interpersonal skills
- Be friendly, positive and enthusiastic
- Good understanding of SLSQ policies regarding child and youth protection
- Ability to mentor Junior Team Managers

REQUIREMENTS:

- Be a member of (insert club name) Surf Life Saving Club
- Be the holder of a current "Blue Card" or "Exemption Notice" issued by the Commission for Children and Young People and Child Guardian
- Hold a current Operational First Aid Certificate or willing to obtain