



OFFICIALS LIAISON OFFICER– POSITION DESCRIPTION

ROLE: The Officials Liaison Officer manages the Surf Sports Officials

RESPONSIBLE TO: Management Committee

RESPONSIBILITIES AND DUTIES (By-Law 8.2 (c)):

- As per any express provisions made in the Club's Constitution and By-Laws;
 - Abide by the Code of Conduct for members;
 - Be responsible for matters concerning the coaching, training, development and competition of surf lifesavers;
 - Maintain a duty of care towards others and an accountability for matters relating to training and competition;
 - Have a sound working knowledge of SLSA policies, rules and regulations, officiating and coaching techniques;
 - Ensure that any physical contact with others is:-
appropriate to the situation
necessary for the person 's development
 - Provide a safe environment for training and competition.
 - Be a positive role model for surf lifesavers and SLSA.

Other Responsibilities and Duties:

- Liaise with the Mudjimba SLSC (MSLSC) Administration Officer to obtain a complete and current listing of MSLSC Surf Sports Officials, including Award and contact details.
- Ensure MSLSC Officials are aware of the Expiry Dates of their Official Award and are ensuring that they meet the necessary Carnival Points to enable re-registration prior to the expiration date of the Award.
- Keep up to date with dates and locations of all SLSA, SLSQ & Branch competitive Carnivals that may require the attendance of MSLSC Accredited Surf Sports Officials.
- Remain informed of all Branch/SLSQ/SLSA requirements for Surf Sports Officials with regard to competitor/officials ratios, dress standards and Carnival procedures.
- Liaise with Surf Sports Officer (SSO) and Team Managers (TM) with regard to Mudjimba SLSC competitor numbers for Surf Sports, IRB Racing and any other miscellaneous Carnivals.
- Communicate with MSLSC Surf Sports Officials regarding upcoming Carnivals and lodge Official online nominations with Branch or SLSQ as required.
- Work with SSO and MSLSC Management Committee to provide whatever support may be required for current MSLSC officials and to encourage club members to become Surf Sports Officials.
- Represent MSLSC at any Forums or Meetings as requested by the SSO or other Management Committee members.
- Provide Reports as required by the Management Committee for meetings and Annual Reports.

COMMITTEES AND REPRESENTATION

- Surf Sports Committee
- Branch Board of Surf Sports (BOSS) as required by Surf Sports Officer

KNOWLEDGE AND SKILLS REQUIRED:

- Good communication skills
- Well informed of the organisation's activities
- Well informed of the Club's affiliation with Surf Life Saving QLD and its policies and procedures
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Maintain effective and efficient administration
- Have a good working knowledge of Surf Sports rules and the duties of Officials Liaison Officer and Surf Sports subcommittee.

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