

# Appendix

## Job descriptions

### Life Saving in Schools Program Club Coordinator

#### Role:

The life saving in schools club coordinator is an administrative position to facilitate the running of the program through liaising with school staff and the lifesaving club committee. They will need to keep the committee informed of the program's progress and requirements and work closely with the lifesaving in schools school coordinator.

#### Responsible to:

- Club chief instructor
- Club committee

#### Responsibilities and duties:

- Organise program planning session
- Represent program interests at club committee meetings
- Take a key role in the development of the memorandum of understanding (MoU)
- Ensure the committee is informed of the program progress and success
- Ensure the club requirements are met
- Coordinate club training and water safety as required in the MoU
- Ensure that club executive and lifesaving in schools school coordinator are promptly notified of any major concerns or incidents involving the program or its participants
- Complete the club program coordinators evaluation form
- Organise a program review meeting

#### Knowledge and skills required:

Ideally the club coordinator is someone who:

- Is organised
- Has an understanding of lifesaving training
- Has a good understanding of LSV and lifesaving club procedures and policies

#### Estimated time commitment required and period of appointment:

The estimated time commitment required as the lifesaving in schools club coordinator is an average of five hours per week. The lifesaving in schools club coordinator will be appointed for the term of the memorandum of understanding or as elected by the club's AGM.

## Aquatic Sports Competition Team Manager

### Responsibilities and duties:

- Ensure competition member list is up to date and ensure they are aware of carnival dates, interstate travel, Victorian championships (Vics) and Australian championships (Aussies) procedures
- For Victorian carnivals ensure the members of each section are entered by 11.00 am to the LSV caravan or club
- Collate information given by section captains for competitors attending the Vic's and the Aussies with the following information:
  - Full name,
  - Date of birth,
  - Proficiency date or award number for new bronze holder
  - Event code for each event they wish to be entered in to (this will be required by the middle of January, so start preparing this as early as possible.)
- Registration for all carnivals is via the online competition entry system. The system requires a username and password for each club. The system can be accessed via [www.registration.lifesavingvictoria.com.au](http://www.registration.lifesavingvictoria.com.au)
- Facilitate entries and accommodation for competitors to interstate carnivals, Vics and/or Aussies in consultation with the aquatic sports director and sectional captains.
- Ensure any protests at local or interstate carnivals are dealt with in an efficient and appropriate manner
- Ensure that any athletes under the age of 18 are chaperoned by their parents or a responsible adult in each section who is willing to accept that role at events where an overnight stay is warranted
- Ensure all flight details of members on interstate trips are detailed and appropriate transportation is organised where applicable
- Liaise with the sections on upcoming events/issues
- Liaise with the sections on eligible members for the rewards program
- Organise travel arrangements and accommodation for interstate and local carnivals where overnight stays are required e.g. Aussies and Vics.
- Through the sections make sure all monies e.g. membership, competition levy, accommodation etc. are paid in full by the required date.
- Make sure all club equipment (e.g. tent, skis, rescue boards etc.) is transported to carnivals by start time.
- Allocate responsibility of tent set-up and dismantle to different sections each carnival
- Coordinate sectional supporters on carnival days and at Vics and Aussies

## Aquatic Sports Sectional Head Coach

### Responsibilities and duties:

- Design training programs for athletes (where relevant). Athletes already training under a coach (swimmers) must work in some surf activities before the season begins
- E-mail program to all members interested in competing in your area
- Ensure athletes based in regional and Melbourne area are all catered for as far as a training squad, coach and venue.
- Ensure athletes are aware of the times for their events and when they should be warming up etc.
- Liaise with members either in person, by phone or e-mail regularly if you are not actually coaching the particular athlete, to ensure they are informed and kept in the loop on carnival and training progression.
- In consultation with the section managers identify avenues of recruiting members to bronze camps, schools, sporting clubs etc. Work out an action plan to get new members into the club and competing in your area.
- Liaise with sectional and team managers on team selection
- Liaise with junior manager and head coach on training programs and talent identification
- Delegate restricted responsibility to Level I coach for a certain part of the program to oversee
- Promote other members to achieve Level I coaching status
- Work with junior program on increased skills involved in your particular section
- Liaise with sectional and team manager on budgetary issues



## Roles within your club

### Club President

#### Role:

The club president/chief executive officer is the principal leader of the club and has overall responsibility for the club's administration.

#### Responsible to:

Club members and affiliated parent association

#### Responsibilities:

- The “face” of the club and represent the club at all relevant presidents’ conferences and state and national meetings as required
- Overall responsibility for the club’s administration
- Responsible for chairing committee meetings and executive committee meetings
- Responsible for calling all executive committee meetings where necessary
- Liaise with all club officers on a regular basis
- Submit an annual report to the administrative manager on area of management prior to the AGM

#### Knowledge and skills required:

Ideally the club president is someone who:

- Possesses high degree of leadership skills
- Should be well informed of all club and organisation activities
- Is aware of future direction and plans of members
- Has a good working knowledge of the constitution, rules and duties of all club office holders and sub-committees

#### Estimated time commitment required & period of appointment:

The estimated time commitment required as the club president/chief executive officer is 10 hours per week. The club president is appointed for a 12 month term.

## Lifesaving Team

### Roles and responsibilities;

Collectively responsible for all lifesaving and emergency response services within the club's control

The lifesaving team consists of six members as detailed below and reports directly to the lifesaving services manager

### Lifesaving Services Manager/Club Captain

#### Lifesaving Team

- Patrol manager
- Rescue equipment officer
- First aid officer
- Radio officer
- IRB officer
- Support services officer

## Lifesaving Services Manager/Club Captain

### Role:

The lifesaving services manager/club captain has overall responsibility for the club's lifesaving services

### Responsible to:

Club president

### Responsibilities:

- Responsible for coordinating all functions associated with the provision of lifesaving services including the maintenance of efficient, quality patrols
- Responsible for reviewing and implementing any directives/policies provided by state centre and national council
- Responsible for communicating with local authorities on patrol operations
- Responsible for reporting at each committee meeting on area of management and submitting a written report to the administration manager
- Submit an annual report on area of management to administration manager prior to the AGM
- Liaise with President on a regular basis on area of management
- Responsible for managing (where applicable) patrol manager, rescue equipment officer, first aid officer, radio officer and IRB officer. In clubs where these positions are unable to be filled, the lifesaving services manager will also be responsible for performing these roles.

### Knowledge and skills required:

Ideally the lifesaving services manager/club captain is someone who:

- Communicates effectively
- Has a full understanding of requirements for lifesaving services, include award structure
- Organises and delegates tasks
- Is able to allocate regular time periods to maintain continuity of service

### Estimated time commitment required & period of appointment;

The estimated time commitment required as the lifesaving services manager/club captain is eight hours per week. The lifesaving services manager/club captain is appointed for a 12 month term.



## Patrol Manager

### Role:

The patrol manager has overall responsibility for the provision of an efficient patrolling service

### Responsible to:

Lifesaving services manager/club captain

### Responsibilities and duties:

- Organise and assist with training and examination of patrol awards in conjunction with the chief instructor
- Produce and distribute a patrol roster prior to the commencement of the patrol season
- Supervise the work of and develop the leadership skills of patrol captains
- Ensure that all necessary patrol logs and data are returned to LSV in a timely fashion
- Bring to the notice of the lifesaving services manager all breaches of discipline on the part of patrolling members
- Ensure adequate patrol numbers are present at all events and activities undertaken by the club, ensuring priority is given to all rostered patrols

### Knowledge and skills required:

Ideally the patrol manager is someone who:

- Has their silver medallion (patrol captain) award or equivalent
- Has their trainers and assessors awards
- Is able to coordinate and schedule rosters
- Is able to supervise and mentor patrol captains and/or members
- Is able to allocate regular time periods for the training and supervision of patrols

### Estimated time commitment required & period of appointment:

The estimated time commitment required as the patrol manager is three to four hours a week during the defined patrol season. The patrol manager is appointed for a 12 month term.

## Rescue Equipment Officer

### Role:

The rescue equipment officer has the overall responsibility for the purchase, replacement and repair of club's patrol equipment.

### Responsible to:

Lifesaving services manager

### Responsibilities and duties:

- Responsible for maintaining the patrol equipment to LSV and/or SLSA (whichever is the higher) approved standards
- Responsible for developing and maintaining a changeover timetable and repair schedule for patrol equipment
- Provide a budget, in consultation with the other lifesaving team members, to the lifesaving services manager for the purchase, replacement and repair of all patrolling equipment
- Maintain a register of all patrol equipment, including consumables
- Ensure that all safety regulations for the handling and storage of equipment and consumables are met and that all members are aware of such regulations

### Knowledge and skills required:

Ideally the rescue equipment officer is someone who:

- Possesses a knowledge of equipment storage and handling, as well as related safety regulations
- Is able to organise and prepare budgets
- Is able to allocate regular time periods for the scheduled maintenance of equipment and, when necessary, to allocate time for emergency repairs

### Estimated time commitment required & period of appointment

The estimated time commitment required as the rescue equipment officer is two to three hours per week during the patrol season. The rescue equipment officer is appointed for a 12 month term.





## First Aid Officer

### Role:

The first aid officer has overall responsibility for the provision of first aid services within the club.

### Responsible to:

Lifesaving services manager/club captain

### Responsibilities and duties:

- Is responsible for maintaining adequate stocks of LSV/SLSA approved first aid material and equipment
- Is responsible for maintaining the first aid room in a clean and orderly condition
- Is responsible for ensuring that all first aid equipment is operational
- Organise and arrange instruction for first aid awards in conjunction with the chief instructor
- Is responsible for ensuring that a record of names and addresses of patients treated for first aid is maintained
- Advise rescue equipment officer of any repairs to equipment immediately it is damaged

### Knowledge and skills required:

The first aid officer is someone who:

- Must possess a current first aid award
- Maintains current knowledge of first aid practices as adopted by the club's parent association

### Estimated time commitment required & period of appointment:

The estimated time commitment required as the first aid officer is two hours per week, including training sessions. The first aid officer is appointed for a 12 month term.



## **IRB Officer**

### **Role:**

The IRB officer has overall responsibility for the provision of powercraft services for the club.

### **Responsible to:**

Lifesaving services manager/club captain

### **Responsibilities and duties:**

- Responsible for the correct use and care of all powercraft equipment
- Organise and schedule training and examination of powercraft awards in conjunction with the chief instructor
- Maintain a register of powercraft awards
- Ensure that the correct procedures and regulations governing powercraft usage are adhered to at all times
- Ensure that only suitably qualified patrolling members are in charge of powercraft at all times
- Advise lifesaving services manager of any misconduct on and/or misuse of powercraft immediately it occurs
- Advise rescue equipment officer of any repairs to equipment immediately it is damaged

### **Knowledge and skills required:**

Ideally the IRB officer is someone who:

- Must possess the relevant powercraft awards (e.g. IRB, PWC)
- Has sound knowledge of powercraft and their usage regulations
- Is able to allocate regular time periods for the training of powercraft awards and maintenance and supervision of powercraft

### **Estimated time commitment required & period of appointment:**

The estimated time commitment required as the IRB officer of is two to three hours per week. The IRB officer is appointed for a 12 month term.



## Radio Officer

### Role:

The radio officer has overall responsibility for the provision of reliable radio communication services within the club.

### Responsible to:

Lifesaving services manager/club captain

### Responsibilities and duties:

- Responsible for the maintenance and care of all the club's radio equipment
- Organise and schedule training and examination of radio awards in conjunction with the chief instructor
- Maintain a register of radio awards
- Ensure all patrolling club members are familiar with the procedures of radio operations, including logging on and off command procedures
- Advise rescue equipment officer of any repairs to equipment immediately it is damaged

### Knowledge and skills required:

Ideally the radio officer is someone who:

- Must possess a current radio award
- Is able to communicate effectively
- Is able to allocate regular time periods for the maintenance of equipment

### Estimated time commitment required & period of appointment:

The estimated time commitment required as the radio officer is two hours per week. The radio officer is appointed for a 12 month term.



## Competition Panel

### Roles and responsibilities:

Collectively responsible for all training and functions associated with club competition services

The competition panel consists of six members as detailed below and reports directly to the competition manager

## Competitions Manager

### Competition Team:

- Board & ski captain
- Boat captain
- IRB captain
- Beach area captain
- Water area captain
- R & R captain

## Competition Manager

### Role:

The competition manager has overall responsibility for the club's competition services

### Responsible to:

Club president

### Responsibilities:

- Responsible for coordinating all functions associated with the provision of club competition services
- Responsible for overall presentation of competitive teams to carnivals and other such organised competitions
- Responsible for reviewing and implementing directives/policies provided by state centre and national council
- Responsible for organising club members to attend and compete for the club at carnivals and other such organised competitions
- Responsible for reporting at each committee meeting on area of management and submitting a written report to the administrative officer
- Submit an annual report on area of management to administration manager prior to the AGM
- Liaise with the President on a regular basis on area of management
- Responsible for managing (where applicable) board & ski captain, boat captain, IRB captain, beach area captain, water area captain and R&R captain. In clubs where these positions are unable to be filled, the competition manager will also be responsible for performing these roles.

### Knowledge and skills required:

Ideally the competition manager is someone who:

- Communicates effectively
- Organises and delegates tasks
- Has a full understanding of competition including regulations and rules
- Able to allocate regular time periods to maintain and develop competitive teams

### Estimated time commitment required & period of appointment:

The estimated time commitment required as the competition manager is eight hours per week. The competition manager is appointed for a 12 month term.



## Board and Ski Captain

### Role:

The board and ski captain will be responsible for the preparation and supervision of club participation in board and ski competition

### Responsible to:

Competition manager

### Responsibilities and duties:

- Responsible for all the club's competition boards and skis and their correct storage
- Responsible for the housing of boards and skis belonging to members
- In consultation with the competition manager, permit or prohibit the use of any club competition craft or gear
- Assist in the selection and supervise the training of individuals and/or teams board and ski competitors
- In consultation with the boat officer be responsible for the transport to and from carnivals of club competition boards and skis
- Maintain club competition boards and skis in a serviceable condition

### Knowledge and skills required:

Ideally the board and ski captain is someone who:

- Has a sound knowledge of OH&S regulations governing the storage and handling of boards and skis
- Possesses knowledge and/or experience in coaching of board and ski paddlers for competition
- Possesses knowledge of competition rules particularly related to board and ski events
- Is able to allocate regular time periods for attendance at training and carnivals

### Estimated time commitment required & period of appointment:

The estimated time commitment required as the board and ski captain is three to four hours a week during the defined competition season. The board and ski captain is appointed for a 12 month term.



## Boat Captain

### Role:

The boat captain will be responsible for the preparation and supervision of club participation in surf boat competition

### Responsible to:

Competition manager

### Responsibilities and duties:

- Responsible for the care, maintenance and housing of surf boats and all associated gear
- In consultation with the board and ski captain be responsible for the transport to and from carnivals of club surf boats
- Supervise and develop training programs for all surf boat crews in consultation with the competition manager

### Knowledge and skills required:

Ideally the boat captain is someone who:

- Has a sound knowledge of OH&S regulations governing the storage and handling of surf boats
- Possesses knowledge and/or experience in coaching of surf boat crews for competition

### Estimated time commitment required & period of appointment:

The estimated time commitment required as the boat captain is three to four hours a week during the defined competition season. The boat captain is appointed for a 12 month term.

## IRB Captain

### Role:

The IRB captain will be responsible for the preparation and supervision of club participation in IRB competition

### Responsible to:

Competition manager

### Responsibilities and duties:

- Responsible for the care, maintenance and storage of competition IRBs and associated equipment, including competition motors
- Be responsible for the transport to and from carnivals of IRBs and motors
- Supervise and develop training programs for IRB teams in consultation with the competition manager

### Knowledge and skills required:

Ideally the IRB captain is someone who:

- Has a sound knowledge of OH&S regulations governing the storage and handling of IRBs, motors and fuel
- Possesses knowledge and/or experience in coaching of IRB drivers, crews and patients for competition
- Possesses knowledge of competition rules particularly related to IRB events
- Is able to allocate regular time periods for attendance at training and carnivals

### Estimated time commitment required & period of appointment

The estimated time commitment required as the IRB captain is three to four hours a week during the defined competition season. The IRB captain is appointed for a 12 month term.





## Beach Area Captain

### Role:

The beach area captain will be responsible for the preparation and supervision of club participation in beach competition

### Responsible to:

Competition manager

### Responsibilities and duties:

- Supervise and develop training programs for club competitors in beach events in consultation with the competition manager
- Ensure regulations pertaining to competition involvement have been followed, in particular with regard to patrol hour obligations
- Responsible for the competition entries of club competitors in beach events at carnivals - locally, state and nationally

### Knowledge and skills required:

Ideally the beach area captain is someone who:

- Possesses knowledge and/or experience in coaching of beach event disciplines
- Possesses knowledge of competition rules particularly related to beach events
- Is able to allocate regular time periods for attendance at training and carnivals

### Estimated time commitment required & period of appointment:

The estimated time commitment required as the beach area captain is three to four hours a week during the defined competition season. The beach area captain is appointed for a 12 month term.



## Water Area Captain

### Role:

The water area captain will be responsible for the preparation and supervision of club participation in water competition

### Responsible to:

Competition manager

### Responsibilities and duties:

- Supervise and develop training programs for club competitors in water events, excluding board, ski and boat sections, in consultation with the competition manager
- Ensure regulations pertaining to competition involvement have been followed, in particular with regard to patrol hour obligations
- Responsible for the competition entries of club competitors in water events at carnivals - locally, state and nationally

### Knowledge and skills required:

Ideally the water area captain is someone who:

- Possesses knowledge and/or experience in coaching of water event disciplines, excluding board, ski and boat sections
- Possesses knowledge of competition rules particularly related to water events
- Is able to allocate regular time periods for attendance at training and carnivals

### Estimated time commitment required & period of appointment:

The estimated time commitment required as the water area captain is three to four hours a week during the defined competition season. The water area captain is appointed for a 12 month term.

## R & R Captain

### Role:

The R & R captain will be responsible for the preparation and supervision of club participation in R & R competition

### Responsible to:

Competition manager

### Responsibilities and duties:

- Supervise and develop training programs for club competitors in R & R events in consultation with the competition manager
- Ensure regulations pertaining to competition involvement have been followed, in particular with regard to patrol hour obligations
- Responsible for the competition entries of club competitors in R & R events at carnivals - locally, state and nationally

### Knowledge and skills required:

Ideally the R & R captain is someone who:

- Possesses knowledge and/or experience in coaching of R & R event disciplines
- Possesses knowledge of competition rules particularly related to R & R events
- Is able to allocate regular time periods for attendance at training and carnivals

### Estimated time commitment required & period of appointment:

The estimated time commitment required as the R & R captain is three to four hours a week during the defined competition season. The R & R captain is appointed for a 12 month term.



## Development Panel

### Roles and responsibilities

Collectively responsible for provision of all lifesaving training and delivery of youth development programs

The development panel consists of three members as detailed below and reports directly to the development manager

## Development manager

### Development team:

- Chief instructor
- Junior captain
- Nipper instructor

## Development Manager

### Role:

As development manager has overall responsibility for the club's development and training services

### Responsible to:

Club president

### Responsibilities:

- Responsible for coordinating all functions associated with the provision of development and training services
- Responsible for reviewing and implementing directives/policies for junior/youth development provided by LSV and its affiliated parent bodies
- Responsible for organising award training
- Responsible for reporting at each committee meeting on area of management and submitting a written report to the administration manager
- Submit an annual report on area of management to administration manager prior to the AGM
- Liaise with the Club President on a regular basis on area of management
- Responsible for managing (where applicable) chief instructor, nipper coordinator and junior captain. In clubs where these positions are unable to be filled, the development manager will also be responsible for performing these roles.

### Knowledge and skills required:

Ideally the development manager is someone who:

- Communicates effectively
- Organises and delegates tasks
- Has a full understanding of award and training requirements
- Is able to allocate regular time periods to maintain and develop training and development programs

### Estimated time commitment required & period of appointment:

The estimated time commitment required as the development manager is eight hours per week. The development manager is appointed for a 12 month term.

## Chief Instructor/Training Manager

### Role:

The chief instructor/training manager has overall responsibility for the training and examination of patrol awards

### Responsible to:

Development manager

### Responsibilities and duties:

- Develop and conduct training programs for members to gain patrol awards
- Maintain current knowledge of award requirements and up-to-date training techniques
- Ensure that the club has sufficient qualified members to patrol efficiently
- Encourage all members to gain lifesaving skills and obtain further awards
- Promote and assist club trainers in the gaining of trainer and assessor awards
- Review and actively promote youth development and leadership programs within the club

### Knowledge and skills required:

Ideally the chief instructor is someone who:

- Must possess trainer and assessor awards
- Possesses excellent communication skills
- Is able to liaise with a variety of age groups, with an emphasis on youth
- Is able to develop, plan and deliver training schedules and programs
- Is able to allocate regular time periods for the preparation and delivery of training

### Estimated time commitment required & period of appointment:

The estimated time commitment required as the chief instructor is five hours per week, this commitment could increase in the period leading up to the patrolling season. The chief instructor is appointed for a 12 month term.

## Junior Captain

### Role:

The junior captain will coordinate all club junior and cadet activities

### Responsible to:

Development manager

### Responsibilities and duties:

- Coordinate and assist in the delivery of the annual nipper program
- Foster and promote a message of inclusion for participation by all children
- Ensure all junior and cadet activities are conducted in a healthy and safe environment and all necessary safety standards are complied with
- Ensure that all participants have completed membership forms and are currently financial
- Actively encourage and foster parental involvement in junior and cadet activities

### Knowledge and skills required:

Ideally the junior captain is someone who:

- Is able to organise and delegate tasks
- Has sound knowledge of current legislation with regards to participation in junior activities
- Possesses an understanding of and commitment to the promotion of a healthy and safe environment for youth participation in lifesaving

### Estimated time commitment required & period of appointment:

The estimated time commitment required as the junior captain is two to three hours per week. The junior captain is appointed for a 12 month term.



## Nipper Coordinator

### Role:

The nipper instructor will develop and coordinate all nipper training for the club and such activities will be provided in an inclusive manner

### Responsible to:

Development manager

### Responsibilities and duties:

- To deliver an aquatic/marine education program that will facilitate the transition of junior members into advanced lifesaving and competition activities
- To conduct training sessions for nippers with an awareness of their skill levels, prevailing weather conditions and achievable outcomes in a safe and welcoming environment
- Appoint and assist age managers to conduct nipper training

### Knowledge and skills required:

Ideally the nipper instructor is someone who:

- Has a clear understanding and commitment to the principles of junior and youth participation in lifesaving
- Is able to allocate regular time periods for the preparation and delivery of training

### Estimated time commitment required & period of appointment:

The estimated time commitment required as the nipper instructor is three to four hours per week, excluding attendance at carnivals, if required. The nipper instructor is appointed for a 12 month term.



## Administration Panel

### Roles and responsibilities:

Collectively responsible for provision of all club administrative services

The administration panel consists of seven members as detailed below and reports directly to the administration manager

## Administration Manager

### Administration team:

- Treasurer/financial manager
- Secretary
- Membership manager
- Fundraiser
- Sponsorship coordinator
- Media & promotions manager
- Social coordinator

## Administration Manager

### Role:

The administration manager has overall responsibility for the club's administration services

### Responsible to:

Club president

### Responsibilities:

- Responsible for coordinating all functions associated with the provision of administrative services
- Responsible for reviewing and implementing any directives/policies provided by LSV and its national bodies
- Responsible for collecting budgets from all other managers, prior to commencement of season, to enable treasurer/financial manager to create a global budget for the club
- Responsible for sourcing legal and insurance services for the club
- Responsible for providing effective internal communication through committee meetings and club newsletter
- Responsible for reporting at each committee meeting on area of management, and submitting a written report
- Submit an annual report on area of management prior to the AGM
- Liaise with the Club President on a regular basis on area of management
- Responsible for managing (where applicable) treasurer/finance manager, secretary, fundraiser, sponsorship coordinator, media & promotions manager, social coordinator and membership manager. In clubs where these positions are unable to be filled, the administration manager will also be responsible for performing these roles.

### Knowledge and skills required:

Ideally the administration manager is someone who:

- Communicates effectively
- Thinks clearly and positively
- Maintains confidentiality in relevant matters
- Manages and supervises others
- Organises and delegates tasks

### Estimated time commitment required & period of appointment:

The estimated time commitment required as the administration manager is eight hours per week. The administration manager is appointed for a 12 month term.

## Treasurer / Financial Manager

### Role:

The treasurer/financial manager has the overall responsibility for the management and reporting of club finances

### Responsible to:

The administration manager

### Responsibilities and duties:

- To ensure money is received, banked and receipted appropriately
- Provide statements of receipts and expenditure for the month immediately preceding
- Maintain records of current income and expenditure
- Prepare and present regular accounts for approval and payment by the committee of management
- Prepare budgets for the forthcoming year, in consultation with all club managers
- Prepare annual financial accounts for auditing and provide the club's auditor with information as required
- Prepare annually an income and expenditure account for that financial year together with a balance sheet setting out the club's assets and liabilities, the foregoing statements to be presented to the members at the annual general meeting together with annual report
- To be the signatory (with other nominated committee of management members) on club cheques
- Prepare a schedule of assets and liabilities of the club when required
- Manage club investment programs where applicable
- Manage tax returns and income tax payments for employees and the regular filing of business activity statements (including GST) with the relevant authorities

### Knowledge and skills required:

Ideally the treasure/financial manager is someone who:

- Is able to keep good financial records
- Is able to work in a logical orderly manner
- Possesses knowledge of and/or awareness of state and federal tax legislative requirements
- Has an awareness of information and financial requirements for the annual audit
- Is able to allocate regular time periods to maintain the accounts and associated records

### Estimated time commitment required & period of appointment

The estimated time commitment required as the treasure/financial manager five hours per week, with an increase at annual financial reporting time. The treasure/financial manager is appointed for a 12 month term.

## Secretary

### Role:

The secretary is responsible for the general routine administration and record keeping of the club

### Responsible to:

The administration manager

### Responsibilities and duties:

- Receive, disseminate and record all correspondence relating to the club in a timely manner, paying close attention to closing deadlines
- Circulate relevant information to all members, in consultation with the publicity officer
- Prepare and maintain records of correspondence, agendas, minutes and notices of motions for club meetings
- Where applicable, act as registrar and maintain records of all members, awards, patrol obligations and competition performances of the club and its members
- Be responsible for the correspondence of the club committee and sub-committees
- Prepare club annual reports
- Authorise club orders, invoices, receipts and payment of monies in conjunction with the treasurer
- Maintain club constitution, by-laws and rules
- Act generally in the best interests of the club
- Keeper of the club seal and official documents

### Knowledge and skills required:

Ideally the secretary is someone who:

- Is able to organise and delegate tasks
- Has a sound knowledge and/or understanding of club governance
- Possesses good organisational and time management skills
- Is able to allocate consistent weekly time periods for the preparation and maintenance of club correspondence and records

### Estimated time commitment required & period of appointment:

The estimated time commitment required as the secretary is five hours per week, with an increase in time commitment for production of the annual report. The secretary is appointed for a 12 month term.

## Membership Manager

### Role:

The membership manager is responsible for the recruitment and retention of the club membership and all associated membership records

### Responsible to:

Administration manager

### Responsibilities and duties:

- Responsible for the induction and inclusion of all new members
- Responsible for membership recruitment and retention
- Responsible for the production of suitable induction kit and membership satisfaction surveys, including an exit survey
- Responsible for maintaining membership details
- Organise and coordinate annual member registration days
- Responsible for the input and update of membership details on the national database
- Provide the media & promotions manager with current membership contact details on a monthly basis

### Knowledge and skills required:

Ideally the membership manager is someone who:

- Has high level interpersonal skills
- Has good data entry skills
- Possesses record management skills
- Has a knowledge of and/or awareness of current privacy legislation

### Estimated time commitment required & period of appointment:

The estimated time commitment required as the membership manager is four hours per week. The membership manager is appointed for a 12 month term.



## Fundraiser

### Role:

The fundraiser will develop and coordinate all fundraising activities of the club

### Responsible to:

Administration manager

### Responsibilities and duties:

- Responsible for the planning and holding of fundraising events
- Responsible for the receiving of fundraising monies on behalf of the club, and delivery of such monies to the treasurer as soon as practicable
- Responsible for submitting a written account covering all financial matters associated with each fundraising event to the administration manager within two weeks of the event occurring
- Must ensure that all necessary permits and/or registrations are obtained for fundraising events
- Prepare an annual calendar of fundraising events

### Knowledge and skills required:

Ideally the fundraiser is someone who:

- Possesses knowledge or an awareness of fundraising regulations
- Has the ability to organise and delegate tasks
- Is able to allocate time periods for the organising and running of fundraising events

### Estimated time commitment required & period of appointment

The estimated time commitment required as the fundraiser is three hours per week. The fundraiser is appointed for a 12 month term.

## Sponsorship Coordinator

### Role:

The sponsorship coordinator will develop and manage all club sponsorship and grant applications.

### Responsible to:

Administration manager

### Responsibilities:

- Responsible for the planning and production of a sponsorship package
- Actively seek and promote new club sponsors for both general and special events
- Service and maintain existing sponsorship arrangements
- Responsible for submitting a written account covering all conditions associated with each sponsorship gained to the administration manager within two weeks of the sponsorship agreement being signed
- Ensure that all necessary sponsorship agreement conditions are complied with
- Responsible for the completion and submission of grant applications, in consultation with the rescue equipment officer

### Knowledge and skills required:

Ideally the sponsorship coordinator is someone who:

- Possesses good communication and negotiating skills
- Possesses graphic design and/or word processing skills
- Has the ability to organise and delegate tasks
- Is able to allocate time periods for the development, preparation and servicing of sponsorship agreements

### Estimated time commitment required & period of appointment:

The estimated time commitment required as the sponsorship coordinator is four hours per week. The sponsorship coordinator is appointed for a 12 month term.

## Media & Promotions Manager

### Role:

To arrange and coordinate all media and information activities of the club

### Responsible to:

Administration manager

### Responsibilities and duties:

- Write media releases for distribution to local media and stakeholders
- Collate, publish and distribute the club newsletter
- Responsible for ensuring that club activities are given coverage within the local, regional and state media
- Responsible for ensuring that the local media, businessmen, and stakeholders are invited to suitable club functions and activities

### Knowledge and skills required:

Ideally the media & promotions manager is someone who:

- Possesses good communication and reporting skills
- Has a knowledge of media release formats
- Has the ability to organise and delegate tasks
- Is able to allocate time periods for the preparation and distribution of club newsletters and media releases

### Estimated time commitment required & period of appointment:

The estimated time commitment required as the media & promotions manager is three hours per week. The media & promotions manager is appointed for a 12 month term.





## Social Coordinator

### Role:

The social coordinator will arrange and coordinate all club social events

### Responsible to:

Administration manager

### Responsibilities:

- Responsible for the conduct of social events including, but not limited to, awards presentation night, club ball
- Prepare an annual calendar of social events

### Knowledge and skills required:

Ideally the social coordinator is someone who:

- Has good organisational skills
- Is able to allocate time periods for the planning and management of social activities

### Estimated time commitment required & period of appointment:

The estimated time commitment required as the social coordinator is two hours per week. The social coordinator is appointed for a 12 month term.

## Codes of Conduct

As an LSV member you should meet the following requirements in regard to your conduct during any LSV sanctioned activity:

### Member's Code of Conduct

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealings with others.
- Be professional in, and accept responsibility for, your actions.
- Make a commitment to providing quality service.
- Be aware of, and maintain an uncompromising adherence to, LSV's standards, rules, regulations and policies.
- Operate within the rules of lifesaving including national and international guidelines that govern LSV.

### Competitor's Code of Conduct

- Participate by the rules.
- Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
- Control your temper. Verbal abuse of officials and sledging other competitors, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
- Work equally hard for yourself and/or your team. Your team's performance will benefit, so will you.
- Be a good sport. Applaud all good efforts made by your team or the opposition.
- Treat all competitors in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, team mates and fellow competitors. Without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respect the rights, dignity and worth of others.

## Parent's Code of Conduct

- Remember that children participate in lifesaving for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to participate according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example. Appreciate good performances and efforts by all competitors.
- Support all efforts to remove verbal and physical abuse from training/competitive activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of others.

## Administrator's Code of Conduct

- As a club office bearer you should meet the following requirements in regard to your conduct during any club sanctioned activity:
- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealings with others.
- Be professional in, and accept responsibility for, your actions. Your language, presentation, manner and punctuality should reflect high standards.
- Resolve conflicts fairly and promptly through established procedures.
- Maintain strict impartiality.
- Maintain a safe environment for others.
- Be a positive role model for others.
- Be aware of, and maintain an uncompromising adherence to, club, LSV and national bodies standards, rules, regulations and policies.



## Coach's Code of Conduct

- Remember that young people participate for pleasure and winning is only part of the fun.
- Never ridicule or yell at a young competitor for making a mistake or not coming first.
- Be reasonable in your demands on members' time, energy and enthusiasm.
- Operate within the rules and spirit of lifesaving and teach your members to do the same.
- Ensure that the time members spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
- Avoid overplaying the talented members; the just average need and deserve equal time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all members.
- Display control, respect and professionalism to all involved with life saving. This includes fellow members, competitors, coaches, officials, administrators, the media, parents and spectators. Encourage your members to do the same.
- Show concern and caution toward sick and injured members. Follow the advice of a physician when determining whether an injured member is ready to recommence training or competition.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
- Any physical contact with a young person should be appropriate to the situation and necessary for the member's skill development.
- Respect the rights, dignity and worth of others.

## Trainer's Code of Conduct

- Encourage young people to develop basic skills in a variety of lifesaving disciplines and discourage over specialisation in one event.
- Create opportunities to teach appropriate behaviour as well as basic skills.
- Give priority to free play activities, skill learning and modified events over highly structured competition for nippers.
- Prepare young people for intra and inter club competition by teaching them basic lifesaving skills.
- Make young people aware of the positive benefits of participation in lifesaving activities.
- Keep up to date with training practices and the principles of physical growth and development. Read and use the latest training and teaching resources for junior lifesaving.
- Help young people understand the differences between the junior competition they participate in and professional lifesaving
- Help young people understand that competing by the rules is their responsibility.
- Give all young people equal opportunities to participate in administration, coaching and officiating as well as competing.
- Support implementation of the national junior sporting and development programs.
- Respect the rights, dignity and worth of others.



## Official's Code of Conduct

- Modify rules and regulations to match the skill levels and needs of young people.
- Compliment and encourage all competitors.
- Be consistent, objective and courteous when making decisions.
- Condemn unsporting behaviour and promote respect for all competitors.
- Emphasise the spirit of lifesaving rather than the errors.
- Encourage and promote rule changes, which will make participation more enjoyable.
- Be a good sport yourself. Actions speak louder than words.
- Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Place the safety and welfare of the competitors above all else.
- Give all young people a 'fair go'.

## Spectator's Code of Conduct

- Remember that people participate in lifesaving for their enjoyment and benefit, not yours.
- Applaud good performance and efforts from all individuals and teams.
- Congratulate all competitors on their performance regardless of the event's outcome.
- Respect the decisions of officials and teach young people to do the same.
- Never ridicule or scold a young competitor for making a mistake. Positive comments are motivational.
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or competitors.
- Show respect for your team's opponents. Without them there would be no competition.
- Encourage competitors to follow the rules and the officials' decisions.
- Do not use foul language, sledge or harass competitors, coaches or officials.
- Respect the rights, dignity and worth of others.