



SLSA Age Managers Assessment Portfolio

v2 September 2021



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This resource has been reviewed and amended by Life Saving Victoria effective 14/09/2021

Cover Page

This assessment portfolio details the evidence you are required to submit to your age manager mentor (third-party) to demonstrate competence in the SLSA Age Managers course.

Once completed your age manager theory course your assigned mentor will submit onto your branch or state centre.

Prior to delivering junior activities, you are required to undertake on-the-beach technical and mentoring sessions.

Participant details

First name Surname

Date of birth Club

Contact phone

Contact email

Age manager mentor assigned by club's Junior Activities Committee

Present this age manager mentor with a copy of the online course completion certificate (if completed the theory component online).

First name Surname

Date of birth Club

Contact phone

Contact email

Competency record

SLSA course	SLSA award requirements met? Tick for yes, leave blank for no.	Date	Age manager mentor (third party) initials
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Age manager	<input type="checkbox"/>		
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On beach tasks	Completed? Tick for yes, leave blank for no.	Age manager mentor initials
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Technical session	<input type="checkbox"/>	
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Mentor session/s	<input type="checkbox"/>	
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Course Introduction

The SLSA Age Managers course has been developed to assist you with your role. The program will allow you to develop a greater knowledge about how SLS operates, and provide you with the skills and knowledge to assist you in the successful coordination and delivery of Nippers.

Course outcomes

By the end of the course and successful completion of the practical requirements, you will be able to:

- understand the roles and responsibilities of the age manager and the age manager mentor
- develop strategies to work with children, parents and guardians, coaches, officials and club administrators
- manage risks in the beach environment
- cater for the physical, emotional and social development of Nippers in your care
- safely deliver lesson plans
- emphasise fun and participation through educational games and engaging activities
- utilise a range of communication, teaching and behaviour management strategies to help Nippers learn basic skills.

SLSA award entry requirements

To become a qualified SLS age manager, you must:

- be a minimum of 18 years old (**Victorian Requirement**)
- have completed the relevant state/territory legislation check(s) for working with children
- have completed the online Safeguarding Children and Awareness Course
- be a financial member of a club.

Process to become an age manager

- Contact your club's Junior Activities Committee. They will assign you an age manager mentor and outline course delivery options.
- Complete the online SLSA Age Managers course or attend a face-to-face SLSA Age Managers course presentation, which covers the theory component of this course.
- Present your age manager mentor with a copy of the online course completion certificate (if you completed online).
- If you have attended a face-to-face course, have age manager mentor sign off on your third-party form. They will collate and return all age manager documentation to your branch or state office.
- Undertake an on-the-beach technical session with an age manager mentor. This technical session can include time with a foundation coach.
- Undertake an on-the-beach mentoring sessions with an age manager mentor whilst conducting Nipper activities, until competent to deliver individually.

Skills maintenance

Age Managers are required to complete a proficiency every five years. A member is considered to be proficient:

- On completion of the Age Managers online course
- On completion of the Safeguarding Children and Young People Awareness online course
- On completion hold the current working with children check or equivalent requirement for their state/territory

It is recommended that age manager award holders take part in an annual update session prior to the start of each Nipper season, led by your club's Junior Activities Committee to identify and bridge any skill gaps.

What you need to complete this course

- The SLSA Age Managers Learner Guide
- This assessment portfolio
- An age manager mentor assigned to you by your club's Junior Activities Committee
- Access to the Junior Development Resource Kit on the SLSA Members Area (members.sls.com.au > Document Library > Nippers)
- Access to the online learning platform if you are undertaking the blended version of this course. Access can be granted through the SLSA Members Area (members.sls.com.au). See the SLSA Age Managers Learner Guide for steps to access the online course
- Access to SLSA, state/branch and club policies.

Review Questions

These questions are designed to assist your understanding and underpin your knowledge required to demonstrate competency in the role of an age manager. Use the spaces provided to clearly record your responses to each of the questions. If you do not understand some or all of the questions, please ask your age manager mentor for assistance.

Topic 1—Surf Life Saving Australia

Question 1.1

What are the five (5) core activities of the Surf Life Saving movement?

- 1
- 2
- 3
- 4
- 5

Question 1.2

What are the key principles that drive conduct and behaviour which are common across SLSA?

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.....

Topic 2—The role of an age manager

Question 2.1

What does 'duty of care' mean?

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.....

.....

Question 2.2

What is an age manager responsible for?

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.....

.....

Question 2.3

What is an age manager mentor responsible for?

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.....

.....

Question 2.4

What are the Junior Preliminary Evaluations and when should they occur?

.....

.....

.....

Question 2.5

What is the maximum supervision ratio of Nippers to water safety?

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.....

Topic 3—Creating a safe environment

Question 3.1

Name three (3) important SLSA policies that relate to juniors and briefly state why each is important.

1

2

3

Question 3.2

Complete the below acronym that can be used to plan for inclusion:

C

H

A

N

G

E

I

T

Question 3.3

Complete the below acronym that can be used to deliver feedback:

B

I

O

Question 3.4

How can you encourage parent participation?

.....

.....

.....

Question 3.5

How can you react to inappropriate parent behaviour?

.....

.....

.....

Question 3.6

How would you handle this scenario?

Two 15-year-old girls make a verbal complaint to a lifeguard’s supervisor. They say that the lifeguard, a 17-year-old boy, asked one of them to go into the disabled persons change room with him. He later came in and stood near them when they were getting changed. The girl will not make a written complaint and does not want to involve her parents. The 17-year-old lifeguard denies the allegation.

- a) Investigate
- b) Report/escalate
- c) Dismiss

Question 3.7

Rank these behaviours on the scale of positive to abusive.

A surf club has its own Facebook page to which kids can become members. An age manager of the U13s Nippers tells his squad that he wants them to become friends with him on Facebook because it’s easier to send them information. Some of them become friends with the age manager. Several team members explore the Facebook site, and discover some photos from a wild party that the age manager held with his friends. These photos show drunkenness and partial nudity.

Positive	Acceptable	Neutral	Inappropriate	Abusive
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Topic 4—How children learn and grow

Question 4.1

The Junior Development Program lesson plans are broken up into what three (3) areas of instruction?

- 1
- 2
- 3

Question 4.2

List three (3) barriers to learning and state a solution to overcome each barrier:

- 1
- 2
- 3

Question 4.3

What are the four (4) key steps when facilitating learning and demonstrating skills?

- 1
- 2
- 3
- 4

Question 4.4

What elements of an activity help ensure maximum engagement of all participants?

-
-
-

Question 4.5

How should you group Nippers for activities to accommodate for how children grow and develop?

.....

.....

Question 4.6

How can you be a good role model for body image?

.....

.....

.....

Question 4.7

What are the five (5) stages of youth development?

1

2

3

4

5

Question 4.8

What are the three (3) phases of skill acquisition?

1

2

3

Topic 5—Junior Development Program

Question 5.1

What are the explicit outcomes in the Junior Development Program?

.....

.....

.....

Question 5.2

List three (3) examples of implicit outcomes that develop as a result of the supportive, fun and nurturing environments in which a program is run.

1

2

3

Question 5.3

List three (3) examples of the principles reflected in the SLSA's Junior Development Program and briefly describe what they are:

1

2

3

Topic 6—Nipper Education Program Resource

Question 6.1

What are the four (4) main parts to the Nipper Education Program Resource

1

2

3

4

Question 6.2

What should each lesson include?

.....

.....

.....

Question 6.3

When can you tick/sign off a Nipper to receive a certificate?

.....

.....

.....

Topic 7—Programming a Nipper season

Question 7.1

What is the aim of the Nipper season calendar?

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.....

.....

Question 7.2

What does your club's Nipper season calendar include?

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.....

.....

Question 7.3

List some examples of wet weather topics and activities:

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.....

.....

Question 7.4

What activities can you encourage Under 14 members to conduct to promote continued involvement with Surf Life Saving beyond the Junior Development Program?

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.....

.....

Question 7.5

What are the benefits of inter-club competitions and events?

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.....

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Question 7.6

What must a Nipper complete to compete in intra-club, inter-club, branch and state competitions?

.....

.....

.....

Technical Session

Instructions to participant

Age Managers are required to undertake an on-the-beach technical session with an age manager mentor. This technical session is recommended to include time with a foundation coach. The age manager mentor is responsible for making sure core beach skills are achieved and provide the age manager strategies for Nippers to learn these skills under different weather, water and beach conditions.

Upon completion of your technical session, your age manager mentor will guide you to complete the required on-the-beach mentoring sessions.

Technical session criteria

Was the participant provided with strategies for Nippers to learn these skills under different weather and beach conditions?	
Core skills	Tick for yes, leave blank for no.
Beach flags	
Starting position	<input type="checkbox"/>
Up and run	<input type="checkbox"/>
Diving for a beach flag	<input type="checkbox"/>
Beach sprints	
Crouching beach sprint starts	<input type="checkbox"/>
Sand running technique	<input type="checkbox"/>
Beach sprint arm and leg drive	<input type="checkbox"/>
Finishing beach sprints	<input type="checkbox"/>
Swims	
Wading	<input type="checkbox"/>
Surf swimming techniques	<input type="checkbox"/>
Dolphin-diving	<input type="checkbox"/>
Diving under large waves	<input type="checkbox"/>
Body boarding	<input type="checkbox"/>
Surf race	<input type="checkbox"/>
Run-swim-run	<input type="checkbox"/>
Rescue tubes	<input type="checkbox"/>
Boards	
Carrying boards	<input type="checkbox"/>
Board care	<input type="checkbox"/>
Basic board positioning	<input type="checkbox"/>
Paddling	<input type="checkbox"/>
Entering and negotiating the surf on a board	<input type="checkbox"/>
Board dismounts	<input type="checkbox"/>
Catching waves on a board	<input type="checkbox"/>
Rolling under a wave on a board	<input type="checkbox"/>
Board race	<input type="checkbox"/>
Body boards to assist distressed swimmers	<input type="checkbox"/>
Board rescue	<input type="checkbox"/>
Relays	
Beach relay baton changes	<input type="checkbox"/>
Board relay	<input type="checkbox"/>
Wade relay	<input type="checkbox"/>
Cameron relay transitions	<input type="checkbox"/>
Ironman/Ironwoman	<input type="checkbox"/>

On-the-Beach Mentoring Sessions

Instructions to participant

After age manager technical sessions have been completed and core skills achieved, age managers are required to undertake on-the-beach mentoring sessions with an age manager mentor whilst conducting nipper activities.

Age manager mentoring sessions must continue to be scheduled until age managers are deemed competent to deliver nipper activities individually.

These on-the-beach mentoring sessions are intended to be equitable, fair and flexible. If you feel that we should change any aspect of these sessions to be equitable, fair or flexible, immediately contact your clubs junior activities committee who will attempt to make alternative arrangements.

State contacts:

Surf Life Saving New South Wales

Phone: (02) 9471 8000

Postal Address: PO Box 307, Belrose NSW 2085

Email: info@surflifesaving.com.au

Surf Life Saving South Australia

Phone: (08) 8354 6900

Postal Address: PO Box 117, West Beach SA 5024

Email: surflifesaving@surflifesavingsa.com.au

Surf Life Saving Northern Territory

Phone: (08) 8985 6588

Postal Address: PO Box 96, Nightcliff NT 0814

Email: surf@lifesavingnt.com.au

Life Saving Victoria

Phone: (03) 9676 6900

Postal Address: PO Box 353, South Melbourne VIC 3205

Email: mail@lsv.com.au

Surf Life Saving Queensland

Phone: (07) 3846 8000

Postal Address: PO Box 3747, South Brisbane QLD 4101

Email: info@lifesaving.com.au

Surf Life Saving Western Australia

Phone: (08) 9207 6666

Postal Address: PO Box 700, Balcatta WA 6914

Email: mail@swwa.com.au

On-the-beach mentoring session endorsement criteria

The following activities must be completed at age manager mentor session/s and under the guidance of an age manager mentor. Each column is to be ticked by an age manager mentor when they feel confident that the participant can perform the activity competently.

Did the participant perform the following activities competently?	Tick for yes
Demonstrate awareness of beach set-up factors.	
Set up the beach.	<input type="checkbox"/>
Speak to patrol captain and/or water safety about surf and weather conditions.	<input type="checkbox"/>
Meet water safety requirements.	<input type="checkbox"/>
Communicate with other age managers.	<input type="checkbox"/>
Contribute to a safe environment.	
Do hazard assessment walk.	<input type="checkbox"/>
Know sun safety requirements.	<input type="checkbox"/>
Check shade & hydration.	<input type="checkbox"/>
Check equipment.	<input type="checkbox"/>
Know emergency procedures (e.g., first aid, missing child).	<input type="checkbox"/>
Know signals.	<input type="checkbox"/>
Inform parents and children.	
Give clear and concise instructions.	<input type="checkbox"/>
Speak to the group at commencement of the day.	<input type="checkbox"/>
Speak to the group at conclusion of the day.	<input type="checkbox"/>
Know club structure.	<input type="checkbox"/>
Know going to the toilet procedures.	<input type="checkbox"/>
Maintain accurate records.	
Receiving/maintaining/returning children.	<input type="checkbox"/>
Record head count regularly (especially after each water activity).	<input type="checkbox"/>
Record attendance after delivering each lesson in the record sheet.	<input type="checkbox"/>
Record if a Nipper has satisfied the learning outcomes in their surf education passport.	<input type="checkbox"/>
Plan and deliver a learning activity.	
Know what outcomes are important.	<input type="checkbox"/>
Plan for inclusion.	<input type="checkbox"/>
Know where to go for resources, ideas, activities.	<input type="checkbox"/>
Plan on the day (e.g., wet weather options).	<input type="checkbox"/>
Deliver lesson plan	<input type="checkbox"/>
Allow enough time for Nippers to practise.	<input type="checkbox"/>
Collaborate with other age managers, coaches and/or trainers.	<input type="checkbox"/>
Maintain group engagement in activities.	
Conduct engaging activity.	<input type="checkbox"/>
Emphasise fun.	<input type="checkbox"/>
Adapt or modify activities to suit different needs.	<input type="checkbox"/>
Encourage collaboration.	<input type="checkbox"/>
Allow for choice.	<input type="checkbox"/>
Provide effective feedback.	<input type="checkbox"/>
Challenge Nippers to think independently.	<input type="checkbox"/>
Encourage Nippers to compete against themselves.	<input type="checkbox"/>
Use Nippers' names.	<input type="checkbox"/>

Third-party endorsement Form

This third-party endorsement is to be completed by an age manager mentor when the participant has completed a SLS Age Managers Course and on-beach practical training has been organised. Forms can be emailed to branch or state centres.

Participant details

First name	Surname
Date of birth	Club
Contact phone	
Contact email	

Age manager mentor checklist

Member has completed Age Managers Course	<input type="checkbox"/>
Membership is current	<input type="checkbox"/>
Member has completed the relevant state/territory legislation check(s) for working with children	<input type="checkbox"/>
Member has completed the online Safeguarding Children and Young People Awareness Course	<input type="checkbox"/>
Member is aware of where they can go for resources, support and further upskill opportunities	<input type="checkbox"/>

Age Manager Mentor has arranged for the following on-beach practical training

Completion of a technical training session (refer technical training checklist)	<input type="checkbox"/>
On beach mentoring and supervision of delivery of nipper activities (refer on beach mentoring session checklist)	<input type="checkbox"/>

Age Manager Mentor endorsement

This endorsement is to be signed when the participant has completed SLS Age Managers Course and on-beach practical training has been organised

First name	Surname
Contact phone	Club
Contact email	
Signature	Date

Course Evaluation Form

Your evaluation of this program is very important.
It enables us to improve our training programs and the quality of our service.

Date:	
Course location:	
Age manager mentor name:	

Statements	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
General comments on course					
The course was explained to me prior to commencing and met my expectations.					
The course had the right balance between theory and practice.					
The course was the right duration and intensity.					
General comments on course content					
The course materials were clear and easy to follow.					
The activities were realistic and effective.					
The course materials will be a useful ongoing reference.					
General comments on training personnel					
Their knowledge was sufficient to effectively deliver the course.					
They kept the course interesting and interactive.					
They provided clear and complete answers to questions.					
General comments for the facilitator/s					
My knowledge and skills have increased as a result of this course.					
This course has helped me meet or clarify my goals.					
The course assessment activities were fair and realistic.					
General comments about the overall outcomes of the course					

Thank you for taking the time to provide this feedback

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